

Date _____

Hon. _____

Dear **Mayor/Governor** _____:

This is to acknowledge receipt of your letter dated _____ Date _____ requesting for the issuance of a Certificate of Net Debt Service and Borrowing Capacity of the _____ (LGU Name) _____ for its loan application with the Name of Financing Institution, for the (state purpose of the loan).

Rest assured that this Office will take appropriate action on your request within the reglementary period.

Thank you.

Very truly yours,

Regional Director