

Attachment C
Notice of Return of Letter Request Without Action

Date _____

Hon. _____

Dear **Mayor/Governor** _____:

This refers to your letter dated ___ date ___ requesting for the issuance of a Certificate of Net Debt Service Ceiling and Borrowing Capacity of the name of LGU for its loan application with the Name of Financing Institution, for the (state purpose of the loan).

In connection therewith, since thirty (30) working days have lapsed and no reply was received from your Office, per our letter request dated _____, requiring the submission of the lacking documents to facilitate the request (copy attached), we regret to return your letter request **without action**.

Thank you.

Very truly yours,

Regional Director

Cc: The OIC-Executive Director, BLGF Central Office