

Date _____

Revenue District Officer (_____)

Thru: Head-Document Credit Evaluation Section

Re: Request for Verification of ITR 1701 year _____ with TIN _____ .

Dear Sir/Madam,

May I request your good office to verify my Income Tax Return for the year _____.

This is also to authorize Mr./Ms. _____ to act as my representative to transact in my behalf on all matters pertaining to the above mentioned to your agency.

Thank You.

Very Truly Yours,

Signature of Borrower over printed name