February 29, 2024

To whom it may concern,

Good day!

I hope this letter finds you well. I am writing to request a Certificate of Employment (COE) for housing purposes.

This certificate is required for my loan application, specifically PAG-IBIG housing loan. They will need the certificate to verify my employment status and current salary here in Taiwan.

My Full Name : Ronabel B. Bautista

ID Number : 2204233

Department : ML7BM2

Please let me know if you need any further information from me to process this request or if there is an established procedure for obtaining this certificate from our HR Department.

I greatly appreciate your assistance in this matter and hope to receive the Certificate of Employment (COE) at your earliest convenience.

Thank you for your kind consideration.

Ronabel B. Bautista

Respectfully yours,