

Guidelines on the Standard Preparation
Of PNP Communications**Letter Addressed to the President:**

(3 spaces after the letterhead)
President <NAME> (Bold) (4th space)
 Republic of the Philippines
 Malacañan Palace
 Manila

Dear Mr. President: (Bold)
 (1 Tab space)(Starts the Body of the Letter....)
 (From the last line of the last paragraph)

Very respectfully yours,
 (1st space) (2nd space)
 (4 spaces after the closing)
 (1st space)
 (2nd space)
 (3rd space)
 (4th space)
 (5th space) **<NAME> (Bold)**
 Police General
 Chief, PNP

Letter Addressed to the President thru SILG:

(3 spaces after the letterhead)
President <NAME> (Bold) (4th space)
 Republic of the Philippines
 Malacañan Palace
 Manila

Thru: Secretary <NAME> (Bold)
 Department of the Interior and Local Government
 DILG-NAPOLCOM Center
 EDSA corner Quezon Avenue, Quezon City

Dear Mr. President: (Bold)
 (Starts the Body of the Letter....)
 (From the last line of the last paragraph)

Very respectfully yours,
 (1st space) (2nd space)
 (4 spaces after the closing)
 (1st space)
 (2nd space)
 (3rd space)
 (4th space)
 (5th space) **<NAME> (Bold)**
 Police General
 Chief, PNP

Certified True Copy from the Original

Dawani Mae S. Joaquin
 DAWANI MAE S. JOAQUIN
 POLICE LIEUTENANT COLONEL
 CHIEF, ADMIN SECTION, OTCDS

Letter Addressed to SILG:

(3 spaces after the letterhead)
Secretary <NAME> (Bold) *(4th space)*
Department of the Interior and Local Government
DILG–NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

(1st space)
Dear Secretary <Surname>: (Bold) *(2nd Space)*
(1st space)
(Starts the Body of the Letter....) *(2nd Space)*
(From the last line of the last paragraph)
(1st space)
Very truly yours, *(2nd space)*
(1st space) *(4 spaces after the closing)*
(2nd space)
(3rd space)
(4th space)
(5th space) **<NAME> (Bold)**
Police General
Chief, PNP

Letter Addressed to Chairman, NAPOLCOM:

(3 spaces after the letterhead)
Chairman <NAME> (Bold)
National Police Commission
DILG–NAPOLCOM Center
NAPOLCOM Building
EDSA corner Quezon Avenue
West Triangle, Quezon City

(1st space)
Attn: Commissioner <NAME> (Bold)
Vice Chairman and Executive Officer
National Police Commission
(1st space)
Dear Chairman <Surname>: (Bold) *(2nd Space)*
(1st space)
(Starts the Body of the Letter....) *(2nd Space)*
(From the last line of the last paragraph)
(1st space)
Very truly yours, *(2nd space)*
(1st space) *(4 spaces after the closing)*
(2nd space)
(3rd space)
(4th space)
(5th space) **<NAME> (Bold)**
Police General
Chief, PNP

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DAWANI MAE S. JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS

Letter Addressed to the Senate President:

(3 spaces after the letterhead)

Senate President <NAME> (Bold)

Senate of the Philippines
Room 606, 6th Floor, GSIS Building, Financial Center
Roxas Boulevard, Pasay City

Dear Senate President <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to a Senator:

(3 spaces after the letterhead)

Senator <NAME> (Bold)

Senate of the Philippines
Room 509, 5th Floor, GSIS Building, Financial Center
Roxas Boulevard, Pasay City

Dear Senator <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

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Dawant Mae S. Joaquin
DAWANT MAE S. JOAQUIN JUN 13 2022
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCOS

Letter Addressed to the House Speaker:

(3 spaces after the letterhead)

Speaker <NAME> (Bold)

Speaker of the House
Room RVM-406, House of Representatives
Quezon City

Dear Speaker <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to a Congressman:

(3 spaces after the letterhead)

Representative <NAME> (Bold)

1st District of Manila
Room RVM 426, House of Representatives
Quezon City

Dear Representative <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

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DAWANI MAE S. DAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCC

JUN 13 2022

Letter Addressed to a Foreign Dignitary:

(3 spaces after the letterhead)

Her Excellency (Bold)

AMBASSADOR <NAME> (Bold)

British Embassy of the United Kingdom
120 Upper McKinley Road, McKinley Hill
Fort Bonifacio, Taguig City

Dear Ambassador <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to Department Secretary:

(3 spaces after the letterhead)

Secretary <NAME> (Bold)

Department of National Defense
DND Building, Segundo Avenue
Camp General Emilio Aguinaldo
Quezon City

Dear Secretary <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

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DAWAN MAE S. JOAQUIN JUN 13 2022
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS

Letter Addressed to other Office:

(3 spaces after the letterhead)

Chairman <NAME> (Bold)

Metropolitan Manila Development Authority
MMDA Building, EDSA corner Orense Street
Guadalupe, Makati City

Dear Chairman <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to Undersecretary:

(3 spaces after the letterhead)

Undersecretary <NAME> (Bold)

Undersecretary for Public Safety
Department of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City


Dear USEC <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

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DAWANI MAE J. QUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCE

JUN 13 2022

Letter Addressed to the Cardinal (Church Official):

(3 spaces after the letterhead)

Most Reverend <NAME> (Bold)

Apostolic Administrator
Archdiocese of Manila
121 Arzobispo Street, Intramuros 1002
Manila

Dear Most Rev. <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to a Commissioner:

(3 spaces after the letterhead)

Commissioner <NAME> (Bold)

Vice Chairman and Executive Officer
National Police Commission
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear Commissioner <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Certified True Copy from the Original

Dawani Mae Soquin
DAWANI MAE SOQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS
JUN 13 2022

Letter Addressed to Assistant Secretary:

(3 spaces after the letterhead)

Assistant Secretary <NAME>

Assistant Secretary for Finance, Comptrollership and
Administration and Human Resource
Department of the Interior and Local Government
DILG–NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear ASEC <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to an AFP Officer:

(3 spaces after the letterhead)

GEN <NAME>

Chief of Staff, Armed Forces of the Philippines
General Headquarters
Camp General Emilio Aguinaldo
Quezon City

Dear GEN <SURNAME>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Certified True Copy from the Original

Dawani Mae S. Joaquin
DAWANI MAE S. JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCI

JUN 13 2022

Letter Addressed to Former President of the Philippines:

(3 spaces after the letterhead)

President <NAME> (Bold)

Former President of the Republic of the Philippines
RPDEV Main Office
26th Floor, Exportbank Plaza
Corner Sen. Gil Puyat and Chino Roces Avenues
Makati City

Dear President <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

(Bold) <NAME>
Police General
Chief, PNP

Letter Addressed to any important person:

(3 spaces after the letterhead)

<NAME> (Bold)

Chairman and Chief Executive Officer
Philippine Amusement and Gaming Corporation
1330 Roxas Boulevard
Ermita, Metro Manila

Dear Chairperson <Surname>: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(4 spaces after the closing)

Certified True Copy from the Original

(Bold) <NAME>
Police General
Chief, PNP

Dawani Mae Socorro
DAWANI MAE SOCORRO
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS
JUN 13 2022

Note: Please refer to the websites of other government and private offices in the INTERNET if there are changes in addresses, phone numbers, and persons to be contacted.