SAMPLE LETTER

DATE

HON._____
Secretary
Department of Energy
Energy Center, Bonifacio Global City
Taguig City, Metro Manila

Attention: **Hon. _____**
Undersecretary for Power

Dear Sec._____:

As a requirement under the Amended Guidelines for the Issuance of Certificate of Compliance by Energy Regulatory Commission promulgated on March 7, 2003, we would like to request a Certificate of Endorsement (COE) for (your company and name of the facility).

Attached are the following:

- Letter of Request
- Company Profile
- Articles of Incorporation
- Project Background/Description
  (please include: exact location, official name of the facility, commissioning date and off-taker of the electricity)
- Historical Generation Data (for existing generating facility)

Thank you and best regards.

Very truly yours,

(NAME)
(Designation)

cf: Director, Electric Power Industry Management Bureau