

June 04,2013

**JUAN DELA CRUZ  
123 COMMONWEALTH AVE.,  
QUEZON CITY**

Re: Loan Account Number: **00000001234567**

Dear Sir / Madam:

With reference to your above captioned loan account, we would like to inform you that your total interest payments for the year 2012 amounted to **Php 50,000.00** with an outstanding principal balance of **Php 500,000.00** as of December 31, 2012.

This is for the purpose of filing your income tax return for the said taxable period.

Thank you very much and we trust we have been of assistance.

Sincerely,

**GLEN OLIVER B. MONTES  
Assistant Manager  
Collections and Service Fulfillment Dept.**