

(Sample of Endorsement Letter)  
(Co. Letterhead)

DATE

THE MEMBERSHIP COMMITTEE CHAIRMAN  
Cebu Furniture Industries Foundation Inc.  
North Road, Jagobiao, Mandaue City (fronting CENAPRO)  
Tel Nos. +63 32 420.7109 / 422.8083 Fax Nos. +63 32 422.8081

SUBJ.: LETTER OF ENDORSEMENT  
Regular Members

This is to formally endorse the application of \_\_\_\_\_  
(Applicant Co. Name)

with offices at \_\_\_\_\_ as presented by its official  
(Address of the Co.)

representative Mr./Ms. \_\_\_\_\_ to become a regular member of the  
Cebu Furniture Industries Foundation Inc. (CFIF, Inc.).

We know them to be a legitimate business entity and we can personally vouch  
for their reliability and dependability as a furniture and home furnishings exporter.

Endorsed by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Co.: \_\_\_\_\_