**Date: [DATE]**

**To**

**[The Recipient Name]  
[Designation -ABC Company]**

**Re. Authorization Letter to Deduct your Pag-Ibig Loan**

Dear Mr. [NAME], I am [NAME], the [TITLE OF THE DESIGNATION], from the [NAME THE COMPANY]. I am writing this letter to authorize my employer Mr. [NAME] to deduct the Pag-Ibig loan from my salary for a year.

This letter has been written to give authorization for the deduction of salary from my account by my employer Mr. [NAME]. The letter serves as authorization to perform the deduction.

On [DATE], I applied for an MPL (Multi-Purpose Loan) under the authorization of a Pag-Ibig loan from the Department of Human Settlements and Urban Development. I applied for a loan of $[X] which shall be repaid over the period of one year in monthly installments. The monthly amount shall be deducted from my account by the monthly authorization.

To authorize the deduction from my salary, I shall take the moment to mention brief details of the loan I received.

Total loan received: $[X]  
Loan to be repaid: $[X]  
The total interest rate for the one-year plan: [X]%  
The total amount to repay: $[X]  
Amount paid in previous months: $[X]  
Amount remaining: $[X]  
Amount to be deducted from my salary of [MONTH]: $[X]

I request you to look at the above-mentioned details of the loan repayment. In case of any difference, please contact me. Thus, I authorize the mentioned person to deduct $X from my salary for the repayment of my Pag-Ibig loan.

For any further questions, please contact me at [PHONE].

Regards

[NAME]  
[COMPANY]  
[Account #]  
[TITLE OF THE ACCOUNT]