

Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO
Municipality of _____

January 11, 2024

FORTUNE DOROTHY DR. MALIWANAG
MLGOO
Victoria, Oriental Mindoro

Dear **MLGOO Maliwanag**:

Greetings!

This is to respectfully request you or your representative to discuss the topic on _____ relative to the conduct of our activity entitled _____ to be held on _____, at _____.

Your presence will be of great help in the success of the activity.

Thank you very much and we are anticipating your favorable response to our request.

Very truly yours,

NAME & SIGNATURE
Position

Please affix receive stamp.