



Republic of the Philippines
**CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES**



Day Month Year

ADDRESSEE

POSITION/TITLE OF THE ADDRESSEE

AIRLINE/COMPANY

ADDRESS

ADDRESS

Subject: **TITLE OF LETTER FROM ADDRESSEE**

Dear **TITLE, LAST NAME**:

This refers to your letter **REFERENCE NUMBER OF LETTER** dated **DAY MONTH YEAR** requesting for approval to the **FULL NARRATIVE REQUEST OF OPERATOR**.

Please be informed that after review of the submitted document, per **PCAR REFERENCE**, states,

” Whole PCAR reference”

Hence, your request is hereby **DISAPPROVED**.

Very truly yours,

By the Authority of the Director General

CAPTAIN EDGARDO G. DIAZ

Deputy Director General for Operations