



Date

(Name of Addressee)
(Agency/Department)
(Address)

Dear Sir/Madam:

Greetings of peace and solidarity!

Recognizing your mandate and jurisdiction, we are writing to your good office to respectfully refer the concern/s, as follows:

ISSUE/CONCERN (Please provide details)	AREA (Please specify location/street name/address)	REMARKS (Provide other related significant details, if any)

The undersigned can be reached at mobile number _____ for related queries.

Thank you, and we are looking forward to your usual support and cooperation.

Truly yours,

Punong Barangay

******National Road/Mabuhay Lane (DPWH, MMDA, PNP, BFP)*

******Municipal Road (Task Force Against Road Obstruction, MTPB, DEPW)*