

Please Use HK Agency Letterhead

DATE

(Name of the Labor Attaché)

Labor Attaché, POLO
Philippine Consulate General
Hong Kong, SAR

RE: REQUEST FOR CANCELLATION OF ACCREDITATION WITH EXISTING PHILIPPINE PARTNER AND APPLICATION FOR NEW PHILIPPINE PARTNER

Dear Labor Attaché _____:

For and in behalf of (name of Hong Kong Agency) located at (Hong Kong Agency address), I, (name of Hong Kong Agency License Holder) with Hong Kong ID number _____, in my capacity as (position/designation), hereby request the cancellation of our accreditation with (name of Philippine Agency to cancel), and the approval of our new accreditation with (name of new Philippine Agency partner) located at (Philippine Agency Address and Phone Numbers) represented by its (position/designation) Mr./Ms. (name of Philippine Agency signatory).

Attached herewith are the complete accreditation requirements for your perusal.

Thank you.

Very truly yours,

Signature over printed name of
HK agency owner/manager and
Agency Chop