

Please Use HK Agency Letterhead

DATE

(Name of the Labor Attaché)

Labor Attaché, POLO
Philippine Consulate General
Hong Kong, SAR

RE: REQUEST FOR ADDITIONAL JOB ORDER/MANPOWER

Dear Sir:

May we request approval of additional job order/manpower for our Philippine counterpart _____.

Attached are the following documents for your consideration:

- Job order request addressed to the Philippine counterpart;
- Job order balance;
- List of deployment (from the last job order request to present); and
- Notarized Undertaking (verified for at least one year from this request).

Thank you very much.

Very truly yours,

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