

(TO BE TYPED ON PRINCIPAL'S CORPORATE'S LETTERHEAD)

Date: _____

Mr. Catalino C. Bondoc
President
Malayan Towage and Salvage Corporation
Ground Floor, Erechem Building, V.A. Rufino cor. Salcedo Streets
Legaspi Village, Makati City
Philippines

SUBJECT: MANPOWER REQUEST

Dear Mr. Bondoc:

Please be informed that our company is in need of the following workers to work with Name of the Company and we would like your agency to handle the recruitment:

<u>CATEGORIES</u>	<u>NOS. REQUIRED</u>	<u>SALARY</u>
1. _____	_____	USD _____
2. _____	_____	USD _____
3. _____	_____	USD _____

TERMS & CONDITIONS

1. _____.
2. _____.
3. _____.

Very truly yours,

Name of the Officer
Position/Designation of the Officer