

(Your COMPANY LETTER HEAD)

Date: _____

TO: **MS. ROBELENE M. MANGONON**

President

RPR INTERNATIONAL RECRUITMENT AGENCY Inc.

POEA LICENSE NO. 015-LB-042913-UL

#98 Inocencio Building 5th flr

Sen. Gil Puyat Avenue Pasay City, Philippines

SUBJECT: **MANPOWER REQUEST / DEMAND LETTER**

Dear Ms. Mangonon;

Please arrange to recruit qualified Filipino workers for the following position/s:

CATEGORY / POSITION	QUANTITY	SALARY /mo.
1.		
2.		
3.		

Terms and Conditions:

Contract Duration	:	Two (2) years
Site of Employment	:	_____
Regular Working Hours	:	Eight (8) hours six days /week.
Accommodation	:	Provided by Employer
Medical Treatment	:	Provider by the Employer
Probationary Period	:	Three (3) Months
Air Ticket	:	Provided by Employer (both ways)
Food	:	Free or allowance US\$_____ monthly

Thank you and best regards,

(Signature)

(Name & Designation)

(your Company Stamp)