

(Company Letterhead)

**DEMAND LETTER**

Date: \_\_\_\_\_

Director Lorna Fajardo  
Pre-Employment Service Office  
Philippine Overseas Employment Administration  
Manila, Philippines

Dear Director Fajardo:

We propose to request the following workers from the Philippines to work in our company and would like to mobilize them to arrive in \_\_\_\_\_ as soon as possible. We would, therefore, request your approval of this order for the following categories which are urgently needed:

<u>TRADE</u>	<u>NO. REQUIRED</u>	<u>PROPOSED SALARY PER MONTH</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
	_____	
	Total =	=====

We shall appreciate your cooperation and kind assistance for the expeditious processing of above positions.

Thank you.

Very truly yours,

General Manager