

Company's Letterhead

DATE:

MS. JOCELYN REY

Chief, Landbased Accreditation
Onestop Landbaed Center
Philippine Overseas Employment Administration
POEA Bldg. Ortigas Ave., cor EDSA
Mandaluyong City

SUBJECT : JOB ORDER

Dear Madam:

Please be informed that our agency is in need of the following workers to work in Kingdom of Saudi Arabia through Building Better Lives Manpower Services as our representative in the Philippines:

<i>CATEGORY</i>	<i>No. of Workers</i>	<i>SALARY</i>
-	-	-
-	-	-
-	-	-
<i>TOTAL</i> :		

Terms and conditions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

We hope that this request shall merit your immediate and favorable approval at the earliest.

Very truly yours,

EMPLOYER'S NAME & SIGNATURE
Designation