Print on company letterhead

Mar 26, 2025

**Rose Marie P. Lainez**

RISE MANPOWER SERVICES, INC.

1019 Gen. Malvar st.

Malate, Metro Manila

Philippines 1004

SUBJECT: Manpower Request

Dear Mrs. Lainez,

We would like to formally submit our company's manpower requirements as outlined below:

| Position | No. of requests | Monthly Salary |
| --- | --- | --- |
|  |  | USD  |
|  |  |  |
|  |  |  |

**Basic Terms & Conditions:**

| 1. Period of Contract: |  year(s) |
| --- | --- |
| 2. Employment site: |  |
| 3. Working hours: | Maximum of forty-eight (48) hours a week |
| 4. Accommodation: | Provided |
| 5. Transportation: | Provided |
| 6. Meals: | Provided |
| 7. Air tickets (round trip): | Provided |

We kindly request that you initiate the search for qualified candidates and provide their bio-data for our evaluation.

Thank you for your attention and cooperation.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature

Company Representative