**(INTENT LETTER)**

**HON. ROEL B. MARTIN**

Labor Attaché, MWO

Migrant Workers Office

Philippine Consulate General

Jeddah, KSA

Dear **Labor Attaché Martin**:

 We/I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manager’s name), representing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company name) with plant and office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been granted Visa No. \_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we hereby submit our Job Order request to recruit Filipino workers, for verification. Our authorized agency/agent in the Philippines is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(PRA name) who will facilitate our request for new personnel.

Attached are the following documents for your verification:

1. Demand letter
2. Special Power of Attorney
3. Master Employment Contract/Individual Contract
4. Recruitment Agreement
5. Arabic Visa with English translation / Visa Delegation
6. Certificate of Commercial Registration
7. Photocopy of Sponsor’s national ID
8. Location Map and photos of accommodation
9. Letter of Commitment
10. Survey Form if Applicable
11. Revocation if Applicable
12. Authorization letter of the authorized representative
13. ID copy of authorized representative

For your kind consideration, please.

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

 Printed Name and Signature of

Owner/General Manager