COMPANY LETTERHEAD

January 10, 2023

The Embassy of the Republic of the Philippines

PHILIPPINE OVERSEAS LABOUR OFFICE

Eastern Region Operations

Alkhobar, Kingdom of Saudi Arabia

Kind Attn. : HON. HECTOR B. CRUZ JR.

LABOUR ATTACHE

POLO -ERO

From: **COMPANY NAME**

Sir:

We would like to request from your good office a verification and approval of our document to hire ( NUMBER OF JO )Filipino from Philippines.

Your kind consideration in this matter will be highly appreciated.

Respectfully.

signature

#### PRESIDENT/OWNER NAME

**DESIGNATION**

**COMPANY NAME**