Dear Ma’am/Sir

I am sending you this letter to address our request for your help in the renovation and construction of our Multipurpose hall at Pamplona Dos Las Pinas City.

We`ve been working for this but we still need financial assistance to finish the clubhouse. I hope we can expect support from you to make it happen so that we will not be in need to go to other place just to hold different events.

I am hoping to receive response from you regarding our request and thanks for being part of this project.

Thank you very much,

Tanya Sanchez