Republic of the Philippines

City/Municipality of Aparri

Province of Cagayan

**BARANGAY AGUSI**

**OFFICE OF THE PUNONG BARANGAY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_

MR./MRS./MS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dear Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_

Greetings!

This is to acknowledge receipt of your Constituent’s Suggestion/Query dated \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ relative to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please be advised that the matter will be taken up in the next Regular Session of the Sangguniang Barangay which will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ at \_\_\_: \_\_\_\_a.m./p.m. at our Barangay Hall

As we are also very much interested in the matter which you brought up, may we invite you to attend the aforementioned Session to explain further your suggestion/query.?

Meanwhile, please accept our deep appreciation and sincerest thanks for your concern on the welfare of our barangay.

MARAMING SALAMAT PO!

Respectfully yours,

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

Signature over Printed Name

Punong Barangay