

Date : May 14, 2019

To : Jennie Palo

HR Manager

Subject : Request for SATA Hard Disk Drive

Dear Madam,

We would like to request for the purchase of 1 SEAGATE 500GB SATA Hard Disk Drive for the Desktop computer of Ms. Eliza Bayangos located at the Manufacturing Department, because the current installed HDD is not working.

Your special attention on this matter is highly appreciated.

Prepared by:

Gerard Singian

**IT Specialist**

Checked By:

Jerwin Ibañez

**MIS Office in Charge**