

Date: March 05, 2018

To: Ms. Jennie Palo

Finance Manager

Subject: Request for IR-C3525 Monthly Payment

Dear Ma’am,

We would like to request for the payment of the IR-C3525 for the Month of December 2017.

Your special attention on this matter is highly appreciated.

Prepared by:

Gerard Singian

**MIS, IT Specialist**

Checked by:

Jerwin Ibañez

**MIS, Officer in Charge**