(PRINTED NAME)

(ADDRESS)

COMMISSIONER OF THE PHILIPPINES

INSURANCE COMMISSION

1017 United Nations Ave.,

Ermita, Manila

(DATE TODAY)

Good day,

This is to respectfully inform you that i do not have a latest copy of my income tax

return (ITR) due to the following reason(s).

1.

2.

3.

Yours sincerely,

(PRINTED NAME & Sign)