**Department**



**Of**

**Transportation and**

**Communications**

***METROSTAR EXPRESS***

|  |
| --- |
| **SUPPORT STAFF/COMPUTER SECTION/AFC CENTER** |

${Date}

**${Support-OIC}**

${OIC Position}

Dear ${Salutation}:

The undersigned would like to request for a **certification** conducted by your office from **${StartDate}** to **${EndDate}** with the course of **${Training Title}**, Batch No. ${Batch Number}.

Thank you very much.

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

SIGNATURE OVER PRINTED NAME

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DESIGNATION