

October 27, 2025

Formal Letter of Request

TO: **HR Department**
MNLEISTUNG Inc.
info@mnleistung.ph

Subject: **Request to Withhold Birthday Information from Public or Internal Posting**

Sir/Madam:

Warmest Greetings!

I am formally requesting that my personal information, particularly my birthday, not be disclosed, posted, or shared on any public or internal communication platforms, including group chats, or company announcements.

This request is made under my rights granted by the **Data Privacy Act of 2012 (Republic Act No. 10173)**, specifically my right to object to the processing of my personal data without my consent.

Please confirm that my preference will be noted and implemented moving forward.

Your usual positive and prompt action on my humble request is highly appreciated.



Eduardo Luigie S. Gaston
Software QA/QC