26 January 2023

**Ms. Ruth A. Maranan**

**City Treasurer**

**Calamba City**

May we request on your good office to allow us to settle our tax discrepancies under Letter of Authority 3441 dated September 2, 2020 covering Calendar years 2015-2019, in form of staggered payment amounting to Php 534,752.46. Please find below schedule of payments and check details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Taxable Year** | **Check #** | **Check date** | **Amount** |
| 2020 |  | 05-01- 2023 | 81,090.16 |
| 2019 |  | 04-01- 2023 | 137,141.75 |
| 2018 |  | 03-01- 2023 | 154,957.46 |
| 2017 |  | 02-01- 2023 | 61,057.38 |
| 2016 |  | 01-01- 2023 | 100,505.71 |
|  |  |  | **534,752.46** |

Hoping for your favourable approval.

Owner’s name w/ signature

Business Name

Contact number