{{company\_name\_en}}

{{building}} {{street}}

{{city}} {{prefecture}}

{{postal\_code}} JAPAN

**MANPOWER REQUEST/JOB ORDER**

Date: {{created\_date}} \_

{{agency\_name}}

{{agency\_rep\_name}}

Official Representative / {{agency\_rep\_position}}

{{agency\_address}}

Dear Mr/Ms. {{agency\_rep\_name}}:

Our company has an immediate need of Filipino workers for the following position/s:

|  |  |  |
| --- | --- | --- |
| Job Position/Title | Number of Workers Needed | Basic Monthly Salary (YEN) |

\*Visa Category/Type: {{visa\_type}}

Very truly yours,

社版 代表印 代表取締役署名

{{company\_name\_en}} {{rep\_position\_en}} / {{rep\_name\_en}}

(Signature and Hanko over printed name of Authorized Representative of Company)

(Position in the Company)