

Sample Letter of Request Template

Date _____

USEC FLORITA R. VILLAR
Deputy Project Director, Listahanan

or

DIRECTOR _____
DSWD Field Office _____

Dear _____:

The (Name of Organization) is (please describe what the organization and its program intends to do, how this will be done, and areas to be covered).

Given the limitations in terms of budget, the need to prioritize those who are financially disadvantaged will require a reliable beneficiary selection mechanism to ensure limited resources go to the most needy. In this regard, we will require the following data or information for (please identify Field Office / province / city or municipality / barangay).

Example of data / information that may be requested:

- a) Number of poor households by basic sectors;
- b) Number of poor households by income deciles;
- c) Number of poor households with unemployed household head;
- d) Tenure status of house and lot occupied by poor households;
- e) Number of poor households with unemployed members 18 years old and above;
- f) List of poor households who are self-employed and type of business or occupation;
(Please identify other data / information needed)

These data from the Listahanan will greatly facilitate the mapping of priority areas and selection of potential beneficiary-households.

We will appreciate receiving the data by (indicate the reasonable timeline when the data is needed).

Thank you.

Truly yours,

Name and Signature of Head of Organization