Sample Letter of Request Template

Date	
USEC FLORITA R. VILLAR	
Deputy Project Director, Listahanan	
DIRECTOR DSWD Field Office	
Daylo Field Office	
Dear:	
	a da hay
The (Name of Organization) is (please describe what the organization and its program intends t	<u>) ao, now</u>
this will be done, and areas to be covered).	
ce to the most than the above who are financially disa	vantaged
Given the limitations in terms of budget, the need to prioritize those who are financially disact will require a reliable beneficiary selection mechanism to ensure limited resources go to	the most
will require a reliable beneficiary selection mechanism to ensure infinited resources go to needy. In this regard, we will require the following data or information for (please identify Fie	d Office
needy. In this regard, we will require the following data of information for (preuse receipt)	
province / city or municipality / barangay).	
Example of data / information that may be requested:	
등 하면 기업으로 하는 문화를 받는 것이 하고 하는 것이 그 때문에 가는 가는 가는 가지를 가득하고 있다.	" rd
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;	
as the same and business had as	
d) Tenure status of house and lot occupied by poor nouseholds; 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)	
가게 살아가는 가게 되는 것이 되는 가장에 가는 사람들이 되고 있다. 그 사람들은 사람들이 얼마나 가장했다.	loction s
These data from the Listahanan will greatly facilitate the mapping of priority areas and so	nection t
potential beneficiary-households.	8. 69
We will appreciate receiving the data by <u>(indicate the reasonable timeline when the data is need</u>	ded).
AAAA Mili appreciate receiving the date of the same of	
Thank you.	
Truly yours,	