----------------------------------------------***SAMPLE LETTER TEMPLATE***--------------------------------------------

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MARIA ISABELLE G. CLIMACO**

City Mayor

Zamboanga City

Thru: NAME OF DEPARTMENT HEAD

Position

Dear Mayor Beng:

Greetings!

( Destination/s )

May I respectfully request Her Honor’s permission to travel to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

( Reason/s )

( Date/s )

Your favorable response to this request is most appreciated.

Very truly yours*,*

**NAME**

Position