

(Letterhead of the Principal)

(Date)

(Agency Representative)
(Designation)
(Agency Name)
(Address)

Subject: Job Order Request

Dear _____

Our company has an immediate need for (quantity) Filipino workers to work in (country). Please recruit and deploy the following workers as soon as possible:

Position	Number Needed	Basic Salary (with US \$ conversion)
Total :		

Package of Benefits:

- 1.
- 2.
- 3.

Very truly yours,

(Principal Representative)
(Designation)
(Principal Name)