

**Republic of the Philippines
City of Legazpi**

(Name of Organization)

(Office Address/Headquarters)

(Telephone Number/Phone Number/Email Address)

Date

HON. OSCAR ROBERT H. CRISTOBAL

Vice-Mayor
Sangguniang Panlungsod
Legazpi City

Thru: **EnP Jocelyn M. Codorniz**
CSO Desk Officer
OIC – City Planning and Development Office

Dear Hon. Vice-Mayor:

Greetings!

We are writing this letter to your good office to express our intent to be a member of the People's Council of Legazpi City. We have been an active partner of the Local Government Unit in community building and sustainable development; exhibiting good morals; and uplifting the lives of the Legazpeños, therefore we believe that we are qualified and worthy to be a member of the council.

In lieu thereof, we are respectfully submitting herewith the required documents relative to our application for membership for the People's Council of the Local Government Unit of Legazpi City

1. Duly accomplished People's Council Membership Form; and
2. Copy of our Certificate of Accreditation.

We are looking forward to a mutually beneficial undertaking.

Thank you and more power.

Very truly yours,

Signature over Printed Name

Position