

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

Name of Authorized Representative  
 Position  
 Name of POEA-licensed Sending Organization  
 Address

**SUBJECT: Manpower Request/Job Order**

Dear Mr./Mrs. \_\_\_\_\_:

Our company, (Name of Accepting Organization), with office address at \_\_\_\_\_, has an immediate need for Specified Skilled Workers as reflected in this request, details of which include, among others, the following:

Occupational Position	Visa Category (SSW-1/SSW-2)	Number of Workers Needed	Basic Monthly Salary (YEN)
		TOTAL -	

**EXPLANATION AND PROOF OF SALARIES/BENEFITS RECEIVED BY  
 JAPANESE WORKERS PERFORMING SIMILAR WORK**

*On my honor I hereby certify that the Japanese workers performing similar work are receiving the salaries shown by the documents attached herewith.*

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Very truly yours,

Name and Signature/hanko of Authorized Representative  
 Position  
 Name of Accepting Organization