

(Company Letterhead Here)
(Name of the Company)
(Address and Contact details of the Company)

MANPOWER REQUEST/JOB ORDER

Date: _____

(Name of **POEA-Licensed Philippine Recruitment Agency**)
(Name of Authorized Representative)
(Position in the Company)
(Company Address)

Dear Mr./Mrs. _____:

Our company has an immediate need of Filipino workers for the following position/s:

Job Position/Title	Number of Workers Needed	Basic Monthly Salary (YEN)
TOTAL Number of Workers	-	

*Visa Category/Type: _____

Very truly yours,

(Signature and Hanko over printed name of Authorized Representative of Company)
(Position in the Company)