

**X.Y.Z.**XYZ Company, Ltd.  
1-2-3 Roppongi, Minato-ku, Tokyo 111-111 Japan**MANPOWER REQUEST/JOB ORDER**Date: 01 January 2021Pinoy Manpower Agency  
Ms. Brown Paypay  
President  
123 Manila, PhDear Ms. Paypay;

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)
Civil Engineer	3	JPY250,000
Architect	4	JPY300,000
TOTAL Number of Workers	- 7	

\*Visa Category/Type: **Engineer/Specialist in Humanities/Int'l Services**

Very truly yours,

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Mr. Red Pencil

President, XYZ Company

**NOTE:**

- ALL SIGNATURES/HANKO MUST BE ORIGINAL