

OFFICIAL LETTERHEAD OF PHILIPPINE GOVERNMENT ENTITY

Date

Mr. FRANK R. CIMA FRANCA
Assistant Secretary
Office of Consular Affairs
Department of Foreign Affairs
Bradco Blvd. cor. Macapagal Ave.,
Aseana Business Park, Parañaque City

Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>

Dear Assistant Secretary Cimafranca,

This is to respectfully request for expedited processing of the visa application for **<NAME/s OF APPLICANT/s, position>** who has filed his/their application in the <Philippine Embassy/Consulate in **PLACE**> on <DATE>. <Name of applicant/s> is a delegate to the <event> which will be held at <venue in the Philippines> on <date/s of event>. <Background of the event.> <Reasons for the request.>

This is to further request for the waiver of personal appearance of <NAME>. <Reasons for the request.>

Travel and accommodation throughout his/their stay will be financed by <the government agency or contact person>. The **undersigned/name of office/agency** shall be responsible for the welfare, acts and movement of <NAME/s> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Attached are copies of his/their flight details showing his/their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page and previously issued Philippine Visa/s.

Should there be any clarifications, you may contact <contact person> at <telephone/cell number>. Thank you for consideration.

Very truly yours,

<NAME OF CONTACT PERSON/HEAD OF OFFICE>
<POSITION>

Courtesy copy/ies:

Foreign Service Post/s where applicants will apply their visa