

OFFICIAL LETTERHEAD OF FOREIGN GOVERNMENT ENTITY

Date

**Mr. FRANK R. CIMAFRANCA**  
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 processing of the visa application for **<NAME/s OF APPLICANT>** who has filed his/their application in the <Philippine Embassy/Consulate in **PLACE**> on <DATE>. <Name of applicant/s> is the mother of <Name/s/Position>.

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