**Sample Letter of Application**

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

Hon. Vice Mayor **MONIQUE Q. LAGDAMEO**

Presiding Officer, Sangguniang Panlungsod

Makati City, Metro Manila

Thru : Sangguniang Panlungsod c/o Atty. Dindo R. Cervantes

OIC, Secretary to the Sangguniang Panlungsod

Dear Vice Mayor Lagdameo,

In response to the Notice of Call for Accreditation, kindly be informed that

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization

with office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, would like to seek accreditation by that Sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation
2. Board Resolution
3. Certificate of Registration issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. List of Current Officers and Members
5. CY \_\_\_\_\_\_\_\_\_\_\_\_ Annual Accomplishment Report
6. CY \_\_\_\_\_\_\_\_\_\_\_\_ Financial Statement
7. Profile indicating the purposes and objectives of our organization and
8. Copy of the Minutes of the CY \_\_\_\_\_\_\_\_\_ Meeting of the organization

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_

( Head of the Organization )