

**SAMPLE ONLY**  
**(Company Letterhead)**

**MANPOWER DEMAND/REQUEST**

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

**NAME OF THE AUTHORIZED REPRESENTATIVE**

Position

**Name of the Foreign Recruitment Agency**

Address

Dear \_\_\_\_\_:

Our company is in need of Filipino workers for the following position/s, kindly undertake the recruitment hereof pursuant to our Service Agreement:

<b>JOB CATEGORY</b>	<b>NUMBER REQUIRED</b>	<b>BASIC SALARY (USD &amp; SGD)</b>	<b>ALLOWANCE (USD &amp; SGD)</b>
1.			
2.			
3.			
<b>TOTAL</b>			

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Name and Signature  
Employer

