

<on Company Letterhead>

(date)

MR. RODOLFO DE LARA

President

Philippine Hospitals and Health Services, Inc.

Makati City, Philippines

Subject: **MANPOWER REQUEST**

Dear Mr. de Lara:

We are in urgent need of the following workers:

<u>Position Title</u>	Number	Salary/Month	<u>Remarks (Other job specifications)</u>
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The terms and conditions of employment will be according to the Employment Contract.

Thank you.

Very truly yours,

BASSAM SHAKIR QADOUR
General Manager