

Letter Request to Travel for Government Employees

September 27, 2019

Honorable Mayor
Quezon City

Dear Sir,

Greetings in the name of public service!

This is to respectfully seek for your permission to allow us to avail a short vacation leave. We had the chance to book for a travel to Korea on October 10-22 of this year and we hope you will allow us as we commit not to leave any work undone or cause any delay in our respective responsibilities as employees of the City. We acknowledge that this request is personal and that no government fund will be spent in connection with this travel.

Thank you for your support and understanding Sir.

More power and God bless.

Very truly yours,

Boy Pascua
Accounting Office

Girlic Serumi
Treasury Office

Joe Keppling
Business Permit Division

Cita Ommat
Budget Office

Sample Letter Requesting Travel Documents

R Sanford



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