

## **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 Omnat**  
Budget Office

# Sample Letter Requesting Travel Documents

**M Planty**



## **Sample Letter Requesting Travel Documents:**

## Adopting the Beat of Term: An Mental Symphony within **Sample Letter Requesting Travel Documents**

In a global used by displays and the ceaseless chatter of quick conversation, the melodic splendor and psychological symphony produced by the written word usually disappear in to the background, eclipsed by the relentless sound and interruptions that permeate our lives. However, nestled within the pages of **Sample Letter Requesting Travel Documents** an enchanting fictional treasure full of organic feelings, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, this charming masterpiece conducts visitors on a mental journey, well unraveling the concealed tunes and profound influence resonating within each cautiously constructed phrase. Within the depths with this poignant analysis, we will discover the book is main harmonies, analyze its enthralling publishing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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