

Date

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Re : Request for Certified True Copies

Gentlemen:

On behalf of the Defendant, xxx, in Civil Case No. 16-136130 entitled “xxx”, we respectfully request for **two (2) certified true copies** of the *Decision* dated xxx issued by Branch xx of the Regional Trial Court of xxx for whatever legal purpose it may serve. Attached herewith, for your reference, are copies of the said *Decision*.

In connection with the above-mentioned request, the bearer of this letter xxx, is hereby authorized on our behalf to request for the above-mentioned copies from your good office.

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Very truly yours,

COUNSEL

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Liying Dong



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