

OFFICIAL LETTERHEAD OF PROJECT PROPONENT

Day Month Year

POCHOLO J. D. PARAGAS

Chief Operating Officer/ General Manager
Tourism Infrastructure and Enterprise Zone Authority
Double Dragon Plaza
Edsa Extension Bay Area
Pasay City 1308

Dear Mr. Paragas:

Good day!

In recognition of its significant tourism value, may we respectfully request the amount of (In Words and in Figures) for the (Name of the Project) at (Complete Details of Location of Project).

Attached herewith are other pertinent documentary requirements:

- Department of Tourism Endorsement Letter with data on sample size of tourists for a year
- Sangguniang Bayan/Panlungsod/Panlalawigan Resolution
- Project Proposal which includes the Scope of Work with:
 - Budgetary Estimates,
 - Feasibility study (if necessary), and
 - Maintenance/Operational costs of the project (cost and source of its counterpart fund should be stated clearly).
- Site Plan
- Images or Photos of the Site of the Project (Taken within three months upon submission of request)
- Proof of Government Ownership of location of project
 - Transfer Certificate of Title (TCT)
 - Deed of Donation
 - Right-of-Way
- Accomplished Contact Person Profile Sheet

Sincerely,

Head of Office
Local Government Unit