**<DATE>**

**RANDOLPH B. TORTOLA**

Schools Division Superintendent

Department of Education – Division of El Salvador City

Zone 3, Poblacion, El Salvador City

Dear Ma’am:

I am <**COMPLETE NAME>**, <**POSITION>** assigned at **<ASSIGNED STATION>,** of this Division, El Salvador City, Misamis Oriental.

With this matter, I am requesting for my salary claim for the month/period of **<PERIOD OF CLAIM eg. APRIL 12-30,2021>**. Attached with this letter are my other requirements and, stated below are some of my personal account/numbers.

|  |  |
| --- | --- |
| **LANDBANK ACCOUNT NUMBER** |  |
| **CONTACT NUMBER** |  |
| **PAG-IBIG NUMBER** |  |
| **PHILHEALTH NUMBER** |  |

I am hoping for your favorable action on this request.

Thank you very much.

Respectfully yours,

<**SIGNATURE OVER PRINTED NAME**>