



EUMB - EPMPD
Quality Management System
APPLICATION LETTER TEMPLATE
(ANNEX A)

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Revision No.:	0
Page No.:	1 of 1

Company Logo/Letterhead

Date

Mr./Ms. _____

Director
Energy Utilization Management Bureau
Department of Energy
Energy Center, Rizal Drive, Bonifacio Global City
Taguig City

Dear **Mr./Ms.** _____:

We would like to express our intent for our energy efficiency project to be endorsed to the Board of Investment (BOI) for fiscal incentives granted under RA 11285 and CREATE.

Our project is on the (state the EE project activity and location, ex. air-con retrofitting of the entire ABC building on 123 ABC Street, Makati City). In this regard, we would like to submit the following application requirements under Annex F of Department Circular No. DC2020- (put here the DC number of this circular later on):

For any queries regarding this application, please do not hesitate to contact Mr./Ms. _____ at our telephone no. 1234-5678 or email address at sample@sample.com.

Thank you and best regards.

Sincerely yours,

(signature)
Juan Dela Cruz
Position