

~Sample Letter of Application~

Date

Vice Mayor: _____
Presiding Officer, Sangguniang Panlungsod
Municipality of: _____
Province of: _____

Dear Vice Mayor:

In response to your Notice of Call for Accreditation, kindly be informed that _____ (Name of CSO) _____, with office address at _____, would like to seek for accreditation by that Sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Board Resolution;
3. Certificate of Registration issued by _____;
4. List of Current Officers and Members;
5. CY _____ Annual Accomplishment Report;
6. CY _____ Financial Statement;
7. Profile indicating the purposes and objectives of our organization; and
8. Copy of the Minutes of the CY _____ Meeting of the organization.

Very truly yours,

(Head of the Organization)