

November 8, 2022

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – MIMAROPA REGION

1515 L and S Bldg., Roxas Blvd.,
Ermita Manila

LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

Dear Director Claudio,

Good day! Thank you for giving us the opportunity to serve your Vaccine requirements. We are glad that we were able to accomplish the transaction you have awarded to us described in the purchase order (P.O.) details below:

Project Name:	RFQ: Supply and Administration of Quadrivalent Influenza Vaccine for DENR MIMAROPA Regional Office Employees
PO No.:	R4-2022-06-055-AD
Sales Invoice #:	5292
Delivery Receipt #:	5300
PO Amount:	Php 159,120.00
Amount Collected:	Php 147,583.80
Date Collected:	July 22, 2022
Collection Receipt No.:	8084

Given that our delivery of the project was done seamlessly and the *retention period* of your final balance has already concluded, we would like to formally request for the release of the balance **(Retention)** payment amounting to **One Thousand Five Hundred Ninety One and 20/100 Only (PHP 1,591.20)**.

We look forward for the settlement of the above-mentioned amount to our Company so we can successfully close this transaction with your office. We hope to serve **National Power Corporation** more in the future. Thank you very much.

Truly yours,



MARGERY M. FILIO

Operations Manager