

Annex "E"

[Confidential]

[Date]

[Name of the officer/official making the request]

[Name of the requesting authority]

[Address]

Subject: [Indicate the matter subject of the request and reference no.]

Dear _____:

This is to acknowledge receipt of your letter dated _____ on the above-captioned subject.

Our Office will evaluate the request and communicate with you on the action taken on the request.

For any inquiries relating to the request, please send email to ocsc@doj.gov.ph.

Thank you.

Chief State Counsel