

	METROPOLITAN NAGA WATER DISTRICT		Document Code: OGMF14
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6.4.1

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
 40 J. Miranda Ave., Naga City

[month day, year]

{ADDRESSEE}
 [Addressee's Position]
 [Addressee's Office or Company]
 [Office/ Company Address]

Re: [Letter Subject]

Dear [Sir/Madam],

[Body of Letter]

[Salutations],

{SENDER}
 [Sender's Position]
 [Sender's Office]