

YOUR COMPANY HEADER HERE

Company Business
Address and Telephone Number of Company

Date of Application

PP/Col. OSCAR J. LOPEZ
PSSED Manager
Cebu Port Authority
CIP Complex, S. Osmeña Blvd.
NRA, Cebu City

Dear Sir,

We would like to request your good office for the issuance of ISPS stickers for our vehicles as one of the requirements in entering the Cebu International Port compound. At present, we have already finished processing our Annual Vehicle Pass (AVP) stickers for 2006.

Listed below is the vehicles applied for ISPS Pass for 2006:

Make/Series/Type	Plate Nos.	Driver	Helper
-------------------------	-------------------	---------------	---------------

1. State the make/series/type, plate nos., drivers name, and helpers name of all units that you want to avail the ISPS stickers for. Numbered from 1 to the last.

We understand that our entry is subject to the full compliance of the rules set in the ISPS Zone. Your immediate attention on this request is highly appreciated.

Thank you and more power.

Yours truly,

Name of Owner of Company or CEO
Designation

**submit 3 copies of this
letter request*