

884 Samat St., Brgy. Highway Hills, Mandaluyong City

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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms. Gina J. Garcia

General Manager, AIM-MPC

Mandaluyong City

Dear Sir/Madam:

Good morning!

This is to request your good office to deposit or credit my scholarship grant to \_\_\_\_\_\_\_\_\_with

(bank)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Account name) (account number)

Thank you for your usual cooperation and understanding.

Very truly yours, Conforme: (if not a personal number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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