

## Letter Head of Agency

Date:

**SAMUEL L. CALONZO**  
OIC-Center Director  
ATI-RTC 13, Los Angeles  
Butuan City

Attention: **FIL VICTOR A. BABANTO**  
I.O. III/KM Coordinator

Sir,

Greetings!

We are glad to note that the Agricultural Training Institute (ATI)-Regional Training Center 13 has successfully supported the training services much more on the technological publication of different commodities, which is also the primary aim of our office to serve more farmer clientele who admired modernized technologies.

In expediting extension services delivery in the Municipality of San Luis, we would like to express our intention to avail one (1) slot of Farmers' Information and Technology Services (FITS) Center that we believe will be of great help in our extension services.

We are looking forward to your positive response on this matter.

Thank you and God Bless.

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Attention: **FIL VICTOR A. BABANTO**  
I.O. III/KM Coordinator

Sir,

Greetings of peace and prosperity!

I am writing this letter to convey our interest to avail Farmers' Information and Technology Services (FITS) Center for our municipality. We believe that this facility could be of great help for our extension workers and farmers as well, to have access to updated information especially on farming related technologies, market and research information.

With this regards to office space requirement, we further inform you that we have an available space of not less than 30 sq.m. at the Municipal Agriculture Office. We are also willing to provide manpower and other FITS Center requirements set by your office.

Highly anticipating for your positive response on this request, and extending my heartfelt gratitude for your continued support in our quest for agricultural development.

Thank you and more power.

Very truly yours,

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Head of Office  
Contact No.: