

Republic of the Philippines
City of San Fernando Water District (CSFWD)
B. Mendoza Street, Sto. Rosario, City of San Fernando, Pampanga
(045) 961-3546/ 402-6157
Email: csfwd@yahoo.com

Date: _____

(Name)

(Address)

Subject: Requested Information: *(Indicate requested information)*

Dear (Name of Requestor):

We are pleased to inform you that your request for information: *(indicate requested information)* on *(date of request)* has been approved. The requested information shall be acted upon within 45 days from the issuance of this letter.

Thank you.

Very truly yours,

Jorge P. Gumba
General Manager