

Sample Letter of Intent

Day Month Year

MARIA RICA C. BUENO

Undersecretary

Tourism Standards, Regulation, and Human Capital Development

Department of Tourism

Thru: NAME
Regional Director
Department of Tourism - Region _____

Dear **Undersecretary Bueno:**

This is to formally express the intent of (NAME OF ESTABLISHMENT), with address at (Address of Establishment), to (apply for the / renew its) DOT Star Rating Classification.

The above establishment (*please check one*):

- Has no previous Star Rating Classification
- Has a previous / existing Star Rating Classification of _____ (*please indicate star rating*) with DOT Accreditation Number _____ (*please indicate*).

The following personnel shall coordinate with the Department regarding the above application. Kindly address any concern, clarification or update to:

- Name of contact person:
- Email address:
- Mobile number/Telephone number:

Thank you.

Sincerely,

NAME OF OWNER/GENERAL MANAGER/AUTHORIZED REPRESENTATIVE

Position

Name of Establishment