**THE ADMINISTRATOR**

Philippine Overseas Employment Administration

Ortigas Avenue, Mandaluyong City

Philippines

 Attention: *(Name of agency in Philippines)*

 *(address of agency in Philippines*

 **Subject: REVOCATION OF SPECIAL POWER OF ATTORNEY**

 Please be advised of the attached Revocation of Special Power of Attorney issued to *(name of agency in Philippines)* which was verified by the Philippine Overseas Labor Office on (date when the Job Order was verified in POLO) for not being able to supply the required manpower.

 We are instead appointing *(name of new agency)* as our new accredited agency in the Philippines.

 For the Administrator’s approval, please.

 Regards.

 Very truly yours,

 *Name of company signatory*