

DATE:

ATTY. BIENVENIDO K. CHY

General Manager/CEO

PHILIPPINE RETIREMENT AUTHORITY

29/F BDO Towers (formerly Citibank Tower), Paseo De Roxas
Makati City

Thru : **MS. NOEHL D. BAUTISTA**
Department Manager III, Marketing Department

Subject: Request of an Endorsement for an Entry Exemption Document (EED)

Dear **Atty. Chy**:

I, (**Complete Name of SRRV Applicant based on Passport**), (**Age**) years old, **single/married**, **Nationality** citizen and applying for the Special Resident Retiree's Visa (SRRV).

I am currently residing at (**Complete Address abroad**). However, SRRV Applicants have to be physically present in the Philippines in order for an SRRV Application to be processed.

In this regard, may I request for an endorsement to the Department of Foreign Affairs (DFA) through the Department of Tourism (DOT) to obtain Entry Exemption Document for me to secure an appropriate tourist visa that will allow me to travel to the Philippines and pursue my application for the SRRV.

Once the EED is granted, I will file my tourist visa application with the (**Name of Philippine Embassy/Consulate**) at (**Complete Address of Philippine Embassy/Consulate**).

Attached are my documentary requirements for my SRRV Application for your review

Thank you.

(Signature over Printed Name of SRRV Applicant)