

(COMPANY LETTERHEAD)

Leonor D. Abella
Vice President for Promotions
PHILEXPORT INC.
Email address: membership@philexport.ph

Subject: **Membership Renewal Letter (No Changes)**

Dear VP Abella,

In connection with our application for renewal of our PHILEXPORT membership for (year). I hereby confirm that there are no changes in the membership information we submitted last year.

Thank you.

Sincerely,

Name of Official Representative
Position
Company Name
Date