

(COMPANY LETTERHEAD)

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

Subject: **Membership Renewal Letter (With Changes)**

Dear VP Abella,

In connection with our application for renewal of our PHILEXPORT membership for (year) . I hereby confirm the following changes in the membership application I submitted last year. (e.g. name of contact person, contact information, products exported, etc.)

Details:	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you.

Sincerely,

Name of Official Representative:

Position:

Company Name:

Date: