

**OFFICE OF THE PUROK PRESIDENT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Date)

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the Respondent)

Greetings!

With my humble will, I would like to invite you for a peaceful talk and agreement together with

the complainant, Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who

(Name of the Complainant)

notified me in his or her complaint. This settlement is concerned for maintaining a peaceful community

in our respective and beloved purok. With regard on this matter, an agreement shall be conducted on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Date and Time of the Agreement) (Place of the Agreement)

You may bring with you your witnesses on the day of the agreement.

I am hoping that you will respond to this kind of matter and come with peace.

Thank you!

Respectfully yours,

**RIFE D. AVENIDO**

Purok President