

**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