

**TEMPLATE LETTER FOR THE APPLICATION FOR COAL TRADER
ACCREDITATION**

[DATE]

[BUREAU DIRECTOR]

Energy Resource Development Bureau
Department of Energy
Energy Center, BGC, Taguig

Subject: Application for Coal Trader Accreditation

Dear **[BUREAU DIRECTOR]**:

We, **[COMPANY]**, would like to apply for Coal Trader Accreditation.

Attached are the documents indicated in the Checklist of Requirements for your reference.

Thank you.

Respectfully yours,

[COMPANY REPRESENTATIVE]

[POSITION]

[COMPANY]