

# NOTICE OF CLOSING

\_\_\_\_\_  
Date

**The ADMINISTRATOR**  
National Tobacco Administration  
Quezon City

**THRU: The MANAGER/OFFICER-IN-CHARGE**  
NTA \_\_\_\_\_

**Sir/Madam:**

Please be informed that our company \_\_\_\_\_  
located at \_\_\_\_\_ will officially close  
its buying operations on \_\_\_\_\_.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
BS Manager

=====

(To be accomplished by concerned NTA Branch Office)

1<sup>st</sup> Endorsement

\_\_\_\_\_  
(Date)

Respectfully forwarded to the **Hon. Administrator**, through the Deputy Administrator for  
Operations and the Manager, Regulation Department, the hereto Notice of Closing of  
\_\_\_\_\_, of its buying station located at  
\_\_\_\_\_ on \_\_\_\_\_.

For your information.

Thank you.

\_\_\_\_\_  
NTA-\_\_\_\_\_ Branch Office