

(NTA Letterhead)

_____ 20__

Mr. / Ms. _____
Manager

Dear Mr. / Ms. _____:

With reference to your letter dated _____ 20__¹ requesting for closing of trading operations for your buying station (VT/BT/NT-____-00__) located at Brgy. _____ effective _____ 20__.

The same is hereby noted and approved, with the condition that all tobacco produce of your contracted farmers have been bought by your Buying Station/s.

You are therefore requested to immediately submit your report of Virginia/Burley/Native tobacco acceptances with the corresponding Purchase Invoice Vouchers (PIVs) through our concerned NTA _____ Branch Office/assigned TPROs for our reconciliation of records of Virginia/Burley/Native tobacco production and acceptances pursuant to Republic Act Nos. 7171, 8240, as amended by R.A. 10351.

For your guidance and compliance.

Thank you.

Very truly yours,

BELINDA S. SANCHEZ
Administrator and CEO and Vice Chairman
NTA Governing Board

cc:

Mr./Ms. _____
Department Manager III
NTA-_____ Branch Office

Enclosure: As stated

¹ Received on _____ 20__ by the NTA-_____ Branch Office