

(Name of Office)

CN: _____

MEMORANDUM

FOR : **LILIA CATRIS GUILLERMO**
Commissioner of Internal Revenue

THRU : _____
Assistant Commissioner
Large Taxpayers Service

SUBJECT : **Request for the Lifting of the Suspension of Field Audit and Other Field Operations on All Outstanding Letters of Authority/Audit Notices, and Letter Notices**

In view of the compliance made by (Name of Investigating Office) regarding completion of audit and submission of reports of investigation on all pending prescribing cases duly verified by the undersigned, we respectfully request that the suspension of field audit and other field operations on all Outstanding Letters of Authority/Audit Notices, and Letter Notices of (Name of Investigating Office) be **LIFTED**.

Head Revenue Executive Assistant (HREA)
Large Taxpayers Service (Regular/Excise/Programs & Compliance Group)

Recommending Approval:

Assistant Commissioner
Large Taxpayers Service

APPROVED/DISAPPROVED:

LILIA CATRIS GUILLERMO
Commissioner of Internal Revenue

