

[Barangay Official's Name]

[Position]

[Barangay Name], [City/Municipality]

[Date]

To:

Office of the Mayor / City Council

[Municipality Address]

Subject: Transmittal of Barangay Accomplishment Reports

Dear Sir/Madam,

Attached are the Q1 Barangay reports for your evaluation and documentation:

- Accomplishment Report
- Attendance Sheet
- Budget Liquidation Summary

Thank you for your continuous support.

Respectfully,

[Name]

[Barangay Position]