

ANNEX A
Template Letter of Intent to Operate

[company letterhead]

[Date]

[NAME OF REGIONAL DIRECTOR]

Regional Director

[DOT -Region __]

Re: Request for Certification of Authority to Operate

Sir/Madame:

Pursuant to Department of Tourism (DOT) Administrative Order No. 2020-002 or the *Guidelines on Operation of Hotels and Other Accommodation Establishments Under a Community Quarantine*, we hereby submit this letter of our intent to commence business operations in our accommodation establishment, **[NAME OF ACCOMMODATION ESTABLISHMENT]**, located at **[ADDRESS]**, for purposes of *[NOTE: please indicate whichever applies: providing paid accommodation for guests and/or rendering food services for take-out or delivery]* during the Community Quarantine.

As a condition of the issuance of a Certification of Authority to Operate, we undertake to comply with all applicable regulations issued by the DOT and other agencies governing the operations of accommodation establishments during the community quarantine.

We understand that as a Primary Tourism Enterprise, our establishment is required under Republic Act No. 9593 to obtain DOT Accreditation as to the quality of our facilities and standard of services. In this regard, *[NOTE: Please select whichever applies: we confirm that our establishment has been duly issued a DOT Accreditation / we have already submitted an application for DOT accreditation on ___ / we attach herein an accomplished application form for DOT accreditation]*.

Thank you.

Sincerely yours,

[Name of Authorized Representative]

[Position]