

Mailyn E. Caparida

Sales Promoter

09703807218

August 19, 2025

**Job Reference: Sales Promoter**

Subject: Request for Extension of Duty

Sir/Maam,

I hope this message finds you well. I am respectfully writing to request an extension of my duty with Kolin Philippines. As our team is currently working hard to meet the company's quota and sales targets, I believe that extending my duty will allow me to contribute further and help ensure that we successfully achieve our goals.

I kindly request that my duty be extended until December 31, 2025. I am committed to continuing to perform my responsibilities with the same level of dedication and professionalism during this extended period.

I would be very grateful for your kind consideration of my request. Please let me know if you require any further information or documentation.

Thank you very much for your time and understanding.

Respectfully,

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