

**STA. LUCIA REALTY & DEVELOPMENT INC.**  
**STA. LUCIA LAND INC.**  
G/F State Center II  
Ortigas Avenue, Mandaluyong City  
Metro Manila

SUBDIVISION : \_\_\_\_\_

PHASE : \_\_\_\_\_

BLOCK : \_\_\_\_\_

LOT : \_\_\_\_\_

To Whom It May Concern,

This letter serves as my formal request to include the suffix "\_\_\_\_\_" after my **first name / last name** (please encircle your chosen option).

To be specific, I would like my name to appear on the Contract to Sell and all other documents related to my purchased property, as indicated below:

\_\_\_\_\_

Thank you for your attention and assistance on this matter.

Sincerely,

\_\_\_\_\_  
Name and Signature  
Date: \_\_\_\_\_