

**To Whom It May Concern:**

I am respectfully submitting this letter to explain the absence of my Performance Rating as part of my application requirements.

My previous employment was in the private sector, where performance evaluation systems differ from those used in government service. As such, I do not have a government-issued Performance Rating to present.

I hope this explanation will be considered in lieu of the required document. Should there be any other acceptable alternative or additional requirement, I am more than willing to comply.

Thank you for your understanding and kind consideration.

Sincerely,  
JEFFREY PAPAS