



13 March 2024

Subject: Excuse Letter

Dear Instructor/Professor,

I hope this letter finds you well. I am writing to express my sincerest apologies for the disruptions during this Midterm Exams.

Unfortunately, due to emergency request to organize an Arrival Honors for the New President, the cadet officers are required to attend the rehearsal this afternoon and tomorrow's honors program [March 13 (PM only), and March 14 (AM only)] they will be unable to be present during the scheduled exam. I understand the importance of the Midterm Exam and I regret any inconvenience or disappointment their absence may have caused.

I appreciate your understanding and would be grateful for the opportunity to discuss any possible ways to make amends for their absence or to contribute in other ways moving forward. Attach is the list of student.

Thank you for your consideration.

Very truly yours,

Noted:

**JOY A. BELLEN**  
Director, NSTP Office

**CHONA A. BRIT**  
Dean of Students

Recommending Approval:

**ALELI A. VILLOCINO**  
VP for Students Affairs and Services

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

Approved:

**PROSE IVY G. YEPES**  
President