



18 October 2022

ENGR. JUNDY R. CASTIL, MSc

Head

Department of Mechanical Engineering
Visayas State University

Dear **Engr. Castil**,

Greetings!

The Department of Meteorology of the College of Engineering and Technology is currently curating the institution of its own research laboratory, the Climate and Weather Studies (CLAWS) Laboratory.

One of its procured provisions are two 55 inches flat screen TV that are yet to be installed/mounted on the wall. With this, we would like to humbly request your assistance in fabricating a wall mount bracket for the televisions.

May this request merit your kind consideration and positive action.

Thank you very much.

Very truly yours,

CHARLINDO S. TORRION

*Chair, Research, Development, Extension, and Innovation Committee
Department of Meteorology*