

24 November 2023

QUEEN EVERY. ATUPAN

Head of Cash Division
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to request the cancellation of the check issued to **Marejen A. Villaremo**. Unfortunately, there was an error in the information provided, and instead of reimbursing the school fees, a voucher for payment at the school was issued. I acknowledge that there was a mistake in relaying this information, and I apologize for any inconvenience caused. To rectify this situation, I kindly request the cancellation of the check.

I greatly appreciate your prompt attention to this matter. I apologize for any inconvenience caused and look forward to your swift resolution of this issue.

Thank you for your understanding and consideration of this matter.

Sincerely yours,



MAREJEN A. VILLAREMO
Faculty, Eco-FARMI

Approved by:

QUEEN EVER Y. ATUPAN
Head of Cash Division