



June 7, 2023

DR. DILBERTO O. FERRAREN  
Chairperson, Bids and Awards  
VSU, Baybay City, Leyte

Dear Dr. Ferraren:  
Re: URGENTLY NEEDED EXTERNAL DISK DRIVE

It is with thanks that our urgently needed External Hard Drive had been canvassed. It is the pleasure of my office to pick the quote for an SSD Hard Drive 1TG 3.0/3.1. SSDs are far more durable and wear-resistant. However, in the absence of a quote for a solid-state drive, our office will accept a hard disk drive.

It is with great expectation that our office will receive the item soonest.

Thank you very much and more power!

Yours truly,

MARIA TERESA A. CRUZ  
Head

**INTERNAL AUDIT SERVICE**

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