

October 15, 2023

Dear Ma'am/Sir,

Good day!

I would like to inform that there will be a delay in submitting my TOR. I have just graduated last August 3, 2023. With this, our batch's TOR is yet to be released by the university. I am writing this letter to request you to consider my situation and grant me some more time.

I hope you will understand my situation and will grant me an extension of time for submitting this document.

Thank you for consideration.

Respectfully,

Angelica Joyce P. Alpeche

Applicant