

Ronalyn B. Sual  
Purok 3, Barangay Jubasan Inopacan Leyte, Philippines, 6522  
ronasual15@gmail.com  
+6395513767623  
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Dr. Shalom Grace S. Vega Principal  
VSU Integrated High School  
Visca, Baybay City, Leyte, Philippines, 6521

Good day, Ma'am!

I am composing this correspondence to notify you that the registrar has yet to release our Transcript of Records prior to the scheduled graduation date. Despite this delay, I respectfully request your consideration of my application even in the absence of my TOR. I assure you that I will promptly submit the required document once it is made available by the registrar. Your understanding in this matter is greatly appreciated, Ma'am. Enclosed within this letter is a screenshot of my dialogue with Sir Rolan Ricarte, the designated registrar personnel responsible for the release of the aforementioned document.

I extend my gratitude for your attention to this matter, Ma'am. Wishing you a pleasant day ahead.

Respectfully,



RONALYN B. SUAL

