

NICO S. ODTUHAN  
333 IMPERIO ST. CANRAMOS TANAUAN, LEYTE

Date: September 17, 2022

Subject: Lacking Documents

To,

Whom it may concern

I would like to put this into your kind attention that in the present time I can't be able to submit a performance rating and eligibility for the reason that I am fresh graduate and because of this I am unable to submit the said documents. Rest assured that if the documents are available I'll submit to you as soon as possible.

I hope this situation is temporary and I will overcome it soon.

Thanking you.

Sincerely,

Nico S. Odtuhan

Applicant