

Visayas State University

Baybay, City

August 23, 2021

Dear Ma'am/Sir,

I am Alaina Gabisay Larrazabal, an aspiring applicant in your institution. I am writing this letter to inform you that I am still yet to receive my Transcript of Records and Certificate of Graduation. The Office of the Registrar is yet to release a resolution and so all we, the graduates, can do as of the moment is wait. This is the reason why I am unable to include it in the documents I have submitted to your portal. Rest assured that I am always checking and updating our university registrar with regards to our concern.

Thank you for understanding. I have attached my grades below for reference. I am hopeful that you'd give me a chance to show my skills and capabilities as a teacher.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alaina Gabisay Larrazabal', with a long, sweeping horizontal stroke extending to the right.

Alaina Gabisay Larrazabal

