Alexandra B. Rodriguez

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July 10, 2025

Ms. Mary Ann G. Cobico

Department Head, Department of Philosophy and Social Sciences Visayas State University Baybay City, Leyte

Dear Ms. Cobico,

Good day!

I am writing to kindly inform you that I will be graduating from Visayas State University with a degree in **Bachelor of Secondary Education major in Social Studies** on **July 24, 2025**.

As of now, I am still waiting for the release of my official **Transcript of Records (TOR)**. I respectfully ask for your understanding regarding this matter. While I am unable to submit my TOR at the moment, I will be sending a **screenshot copy of my final grades** for your reference. I promise to submit the official TOR as soon as it becomes available after graduation.

Thank you very much for your patience and kind consideration.

Sincerely,

Alexandra B. Rodriguez









