

July 11, 2025

To Whom It May Concern,

I, Ryan C. Dela Cruz, a graduating student of Visayas State University – Main Campus, respectfully write this promissory note to inform you that I am currently unable to submit my diploma as a requirement for a part-time position in your department.

This is because our graduation ceremony is scheduled on July 24, 2025, and the official distribution of diplomas will be done during that event. As such, I will only be able to secure and submit my diploma after this date.

I assure you that I will submit the original copy of my diploma immediately after it is released to me.

I hope for your kind understanding regarding this matter.

Sincerely,

Ryan C. Dela Cruz

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BSEd Social Studies

Visayas State University