

June 10, 2023

DR. MARIA VANESSA E. GABUNADA

Department Head, DLABS

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Gabunada,

Thank you for taking the time to read this letter of apology. I am sincerely sorry that I was unable to complete the necessary documents required for the application process. Unfortunately, I do not have my eligibility certificate yet.

I applied for the grant of honor graduate eligibility (PD 097) in 2019, but have not yet received it. I already set my schedule for this summer break to visit the regional office to get the certification. Rest assured that I can get the certificate this summer break.

Once again, I sincerely apologize for the inconvenience that may have caused. Your understanding of this matter is greatly appreciated and I am truly grateful to you.

Sincerely,

DYAN AGORDO