

October 15, 2023

Dear Ma'am/Sir,

Good day!

I would like to inform that there will be a delay in submitting my Eligibility/Rating/License. I have just graduated last August 3, 2023. With this, I don't have my license yet because I will have my board exam in March 2024. I am writing this letter to request you to consider my situation and grant me some more time. I understand the importance of complying the requirements, and I sincerely apologize for any inconvenience my delay cause.

I hope you will understand my situation and will grant me an extension of time for submitting this document.

Thank you for your time and attention to this matter.

Respectfully,

Angelica Joyce P. Alpeche

Applicant