

To Whom It May Concern,

Despite not having my certificate with me, I wanted to apply for the job of Administrative Aide VI, thus I'm writing this letter instead of uploading my Civil Service Honor Graduate Certificate.

I sincerely hope you will still give me this opportunity. Please know that I will process my certificate as soon as I have the funds to do so.

I hope this letter finds you well. Thank You and God Bless!

Sincerely,



PAMELA L. LEGASPI