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August 23, 2022

Eliza D. Espinosa  
Director  
Institute of Tropical Ecology & Envi. Mgmt. (ITEEM)  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Espinosa:

I sincerely apologize if my transcript of records cannot be included in this application. I am to receive it by the 22<sup>nd</sup> day of September this year. So, I requested the registrar's office in hopes that I can receive it earlier than the scheduled date, and I am still waiting for their reply. I hope that despite this you can still consider me as a candidate for the position.

I appreciate your consideration on this matter. Thank you very much.

Sincerely,

Ella Marie G. Nuñez