

## LETTER OF APOLOGY

January 24, 2025

To whom it may concern,

Greetings!

I am writing to offer my sincerest apologies for the unavailability of my Performance Rating that required for my application in the position of Science Research Assistant at the Philippine Root Crop Research and Training Center. The said document are currently process as of the moment and not yet available for release. However, rest assured that I will provide the documents needed as soon I can have it from my previous office. I would appreciate your consideration.

Thank you!

Sincerely,



NIÑO JAN M. MATA  
Applicant