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Dear Ma'am/Sir,

Good day!

I hope this message finds you well.

I would like to respectfully inform you that I have not yet taken the Civil Service Examination. However, I fully intend to take the exam at the soonest possible time to obtain the required eligibility for government employment.

As a recent graduate of Bachelor of Science in Biology, major in Ecology, I am currently in the process of preparing for the examination and exploring opportunities where I can contribute my knowledge, skills, and eagerness to learn. While I may not yet hold civil service eligibility, I am committed to professional growth and am determined to meet the qualifications necessary for public service.

I appreciate your kind understanding and consideration regarding this matter. Should you require any further documents or clarification, I would be more than willing to provide them.

Thank you very much, and I look forward to future opportunities to serve and contribute.

Sincerely,

Karmel M. Benitez