

Subject: Submission of Diploma in Lieu of Transcript of Records

To whom it may concern:

I hope this message finds you well.

I am writing to inform you that my Transcript of Records (TOR) from Franciscan College of Immaculate Conception (FCIC) is currently being processed. While awaiting its release, I have attached a copy of my diploma to substantiate my completion of the Junior Secretarial program. I appreciate your understanding and patience regarding this matter. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,



Virgilio C. Acilo

Applicant