

Alexandra B. Rodriguez
Brgy. Gaas, Baybay City, Leyte
6521
alexandra.rodriguez2612@gmail.com
0963 265 8942

July 10, 2025

Ms. Mary Ann G. Cobico
Department Head, Department of Philosophy and Social Sciences
Visayas State University
Baybay City, Leyte

Dear Ms. Cobico,

Good day!

I am writing to kindly inform you that I will be graduating from Visayas State University with a degree in **Bachelor of Secondary Education major in Social Studies** on **July 24, 2025**.

I would like to respectfully request for your understanding, as I am still waiting for the release of my **official diploma**. I promise to submit my original diploma as soon as it becomes available after graduation.

Thank you very much for your patience and consideration.

Sincerely,
Alexandra B. Rodriguez