

## LETTER OF APOLOGY

July 27, 2023


To whom it may concern,

Greetings!

I am writing to offer my sincerest apologies for the unavailability of my College Diploma and Transcript of Records that you required for my application as a part-time instructor at the Department of Mathematics. The said documents are currently not yet available for release. However, rest assured that I will provide the documents needed as soon I can have it from the Office of the University Registrar.

I would appreciate your consideration.

Sincerely,

  
NIÑO JAN M. MATA  
Applicant