

Mark Leigh L. David
San Juan, City of San Fernando, Pampanga
09928344614
it.markleighdavid@gmail.com

March 06, 2024

Evelyn Layson
A2K Group Corporation
Jose Abad Santos Avenue, Bacolor, Pampanga

Dear Ma'am Evelyn,


I am writing to inform you that I may not be able to attend the onboarding session scheduled for tomorrow, March 07, 2024, from 2:00 PM onwards, due to a scheduling conflict. As an EFAP Beneficiary Scholar from the Governor's Office, I am required to claim my scholarship grant at noon 12:00 PM at Brenz Z. Guiao Convention Center.

I understand the importance of the onboarding process and I apologize for any inconvenience this may cause.

If possible, I could attend the onboarding session right after claiming my scholarship grant. I am flexible and willing to adjust my schedule to ensure I am present for the remainder of the onboarding process.

Thank you for your understanding and flexibility.

Sincerely,


Mark Leigh L. David