May 5, 2024

**Name of Recipient 1**  
Position, Office

Company

Address

Dear Sir/Madam:

Greetings!

We are the Bachelor of Science in Information Technology students of the Polytechnic University of the Philippines (PUP) from the College of Computer and Information Sciences (CCIS).

We are currently enrolled in Systems Analysis and Design where part of the course requirement is to create an application which could be used in a particular discipline. We are proposing an application called *‘name of project’* which we believe should help improve and expedite processing requirements *for the same type of services you offer.*

In view of this, we would like to request if you can grant us the opportunity to discuss this further with you so that you can provide your inputs which we may include in the development of the said system. This project will be done in the next two semesters, from August to November and should be ready for testing by December.

We will be looking forward to your response and kind consideration. Thank you so much and God bless.

Respectfully yours,

Name over signature

Name over signature

Name over signature

Name over signature

Noted by :

**Mr. John Dustin D. Santos**

Faculty-in-Charge

**Asst. Prof. Lydinar D. Dastas**

Chairperson, Department of Information Technology