**October 18, 2024**

**Ms. Jane P. Macapagal**  
Academic Affairs Office

**RE: LETTER OF REQUEST FOR RESEARCH-RELATED DOCUMENTS (TERMS OF REFERENCE & ACTIVITY PLAN)**

Dear Ms. Macapagal,

The undersigned are presently enrolled in the **Bachelor of Science in Information Technology** and as part of the course requirements for our Thesis Writing/Capstone Project Development, we are conducting a study titled ***"Integrated System for Sustained Community Engagement: Enhancing Collaborative Initiatives Across Departments at Pamantasan ng Lungsod ng Pasig."***

In this regard, we respectfully request permission from your good office to gather the following form(s) to complete our research:

* Terms of Reference
* Activity Plan

We assure you that all requested documents will be handled with the utmost confidentiality and will not be shared outside our team.

Thank you for considering our request. We look forward to your positive response.

Respectfully yours,

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