

Kevin John L. Tulod

Polytechnic University of The Philippines

October 11, 2023

Sta. Lucia High School

JP Rizal St. Sta. Lucia

Novaliches, Quezon City, Philippines

To: Sta. Lucia High School Administrators and IT Department,

I hope this letter finds you in good health and high spirits. I am Kevin John L. Tulod, and I am writing on behalf of my fellow students from Polytechnic University of the Philippines, who are currently in their fourth year of studies. We are excited to reach out to Sta. Lucia High School, a respected institution renowned for its commitment to education and excellence.

We are in the process of planning and executing our capstone project, which is a Learning Management System (LMS) designed to simplify and enhance the educational experience for both instructors and students. Given your esteemed university's reputation for innovation and dedication to providing the best possible education to your students, we believe that SLHS would be an ideal partner and potential client for our project.

Our proposed Learning Management System will consist of three main user roles:

1. Administrator: This role will have the responsibility of creating and managing user accounts, ensuring smooth access to the platform for both instructors and students.
2. Instructors: Instructors will have access to tools and features that allow them to upload course materials, manage assignments, and communicate effectively with their students through the platform.
3. Students: Students will use the system to access course materials, submit assignments, engage in discussions, and track their academic progress.

Our intention is to create a simple yet effective website-based Learning Management System that caters specifically to the needs of educational institutions like Sta. Lucia High School. We believe that our

system will greatly benefit SLHS in terms of improving the teaching and learning experience, enhancing administrative efficiency, and fostering an interactive learning environment.

To bring this project to fruition, we would like to propose a system with SLHS. We request your consideration in becoming our potential client and providing us with the opportunity to present a fully functional system of our Learning Management System. After the development phase, we will require a limited number of respondents from your institution to participate in user testing to ensure the system's effectiveness and usability.

We are confident that our collaboration can execute valuable results and contribute to the continued success of SLHS. We are open to discussing this proposal further, addressing any questions or concerns you may have, and providing additional details about our project's scope and timeline.

Thank you for considering our proposal. We eagerly await the opportunity to discuss this potential partnership and its benefits for both parties. Please feel free to contact me at kevinjohntulod017@gmail.com or to arrange a meeting at your earliest convenience.

Sincerely,

Kevin John L. Tulod

Bachelor of Science in Information Technology

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