October 31, 2023

Hon.

Santiago, Agusan Del Norte

Dear

Good Day!

We, the Civil Engineering, students of Saint Joseph Institute of Technology comprised of kindhearted individual, pursue a humanitarian cause of improving the quality of life of the people in Barangay Poblacion 2, Sitio Cadahon dahonan, in Satiago, Agusan Del Norte through delivery of goods, as well as educational, health, and livelihood services.

I hope this letter finds you in good condition and in a pleasant mood. I'm writing to you today on behalf of our class, a group of people dedicated to making a difference in our community. We're writing to ask for your assistance and support for a worthy cause. We are planning an Outreach Program in School as part of our mandatory activity in our subject, Community Extension Services (CES).

We are contacting you to inquire about possible donations of goods that we will require to run a successful Outreach Program. The programs that we efficiently organize are as follows:

* Feeding Program for Elementary students
* Donation of School Supplies for Elementary students

With this, we reach out to your good hearts for in-kind donations (money, school supplies, etc.). We hope to hear from you soon as we undertake our Outreach Program on November 12, 2023, so that we can address other problems such as transportation and repacking of goods.

We, the students of Saint Joseph Institute of Technology, would like to express our heartfelt appreciation. As Phillips Brooks once remarked, "Charity begins at home but does not end there." God bless us all.

With sincere thanks,

Civil Engineering

Students of Saint Joseph Institute of Technology

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