



## University Student Council

February, 2024

**Mr. Rodjan M. Fat**

President, University Student Council  
University of Makati

**Thru: Mr. John Paul Arellano**

Vice Chairperson, College of Computing and Information  
University Student Council

Dear Mr. Arellano:

Greetings in the name of student leadership and solidarity!

I am writing to request a leave of absence from my responsibilities as a student leader at Student Council of College of Computing and Information Sciences to participate in the Intramurals 2023, which will be held from **March 4, 2024** to **March 8, 2023**. I believe that this event provides an excellent opportunity for me to represent our school and engage in a healthy, competitive environment that fosters teamwork and personal growth.

As a dedicated student leader, I understand the importance of my role and the commitments associated with it. However, participating in the Intramurals is a unique chance for me to not only represent our school but also to enhance my physical fitness, build strong relationships with fellow students, and develop leadership skills through sportsmanship.

I am committed to ensuring a smooth transition during my absence and have already discussed my leave with my fellow student leaders. I am confident that they will manage the responsibilities and tasks I currently handle efficiently during my leave of absence. Additionally, I am prepared to provide assistance and guidance remotely when necessary.

I kindly request that you consider granting me a leave of absence from **March 4, 2024** to **March 8, 2023** to allow me to participate in the Intramurals 2023. I believe that this experience will not only be personally enriching but will also reflect positively on our school's commitment to student development and well-rounded education.

Please let me know if there are any procedures or forms, I need to complete to formalize this request. I am more than willing to provide any additional information if needed.

Thank you for your understanding and support of my pursuit of this opportunity. I look forward to your favorable response.

Regards,

**Mr. Renz D. Amante**

Technical Documentation, CCIS Student Council