



Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR BRANCHES AND CAMPUSES

SANTA ROSA CAMPUS

July 21, 2023

ASST. PROF DIOMEDES E. RODRIGUEZ

Head, Administrative Services

This Campus

Dear Sir:

Greetings in pursuit of wisdom!

I hope this letter finds you in good health and high spirits. I am writing to request a copy of as a requirement for [Insert purpose]. I kindly request you to issue the Good Moral Certificate at your earliest convenience. If there are any fees or formalities associated with this request, please inform me, and I will gladly comply.

Please find attached a copy of my identification and any other required documents to facilitate the process. Hoping for your kind consideration.

Respectfully Yours,

Dela Cruz, Juan Penduko Jr.

Representative

Noted by:

Dr. Leny V. Salmingo

Subject Facilitator

This Campus

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