March 20, 2024

**MS. SARAH JANE M. FESTIJO**

Instructor I

This University

Ma’am:

Warm Greetings!

We, LESTER M. CAIBAL, JANDEL L. ESCALERA, and JEF B. RAMOS are third year students pursuing Bachelor of Science in Information Technology at MinSU Calapan City Campus. As part of our academic requirements for the course Capstone Project I, we are currently working on a project titled “**E-RECRUIT: AN ONLINE RECRUITMENT SYSTEM FOR INSURANCE AND INVESTMENT AGENCY IN MIMAROPA**”, which aims to create a comprehensive recruitment system for ALLIANZ PNB MIMAROPA.

After careful consideration and review of your expertise and experience, we are pleased to extend a formal invitation to you to join us as our Capstone Adviser. We believe that your guidance and mentorship will greatly contribute to the success of our project. Your extensive knowledge and insights will be invaluable in helping us navigate the complexities of this project and achieve the desired outcomes.

We are eager to collaborate with you, leveraging your expertise to enhance our learning experience, refine our strategies, and achieve outstanding outcomes. Your mentorship will not only contribute to the success of our project but also inspire and empower us to reach new heights of achievement.

We kindly request your acceptance of the Capstone Adviser role by signing this letter. We are enthusiastic about the prospect of working together and look forward to a fruitful partnership that will bring immense value to our project and community.

Thank you for considering our invitation, and we anticipate a rewarding collaboration ahead.

Sincerely,

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| **LESTER M. CAIBAL** | **JANDEL L. ESCALERA** | **JEF B. RAMOS** |
| Project Leader | Project Member | Project Member |

Noted:

**REGINE A. PONCE-MACHETE, *MIT***

Assistant Professor III

Approved:

**SARAH JANE M. FESTIJO, *MSIT***

Instructor I