August 19, 2025

**To Whom It May Concern,**

Subject: Request for Permission to Conduct a System Development Project

Dear Sir/Madam,

Greetings!

We are third-year Bachelor of Science in Information Technology (BSIT) students from Ramon Magsaysay Memorial Colleges, currently enrolled in PD312 – Systems Analysis and Design. As part of our course requirement, we are conducting a group project that involves working with a real-world organization to identify operational challenges and develop an information system that can help improve business processes.

In line with this, we respectfully request your permission to conduct our project with your company as our client. This will involve gathering basic information about one of your existing manual or semi-manual processes, identifying a problem area, and proposing a system solution. We will also develop a functional prototype that will demonstrate how the system works based on your actual business needs.

Please be assured that all information gathered will be treated with strict confidentiality and used only for academic purposes. We will coordinate with you on schedules and ensure that our activities will not interrupt your operations.

Thank you for considering our request. We are looking forward to the opportunity to work with your organization.

Respectfully yours,

Christian B. Bermudez

On behalf of the group

BSIT – 3rd Year

Ramon Magsaysay Memorial Colleges

Contact Number: 09657704766|

Christian Bermudez

Jhondell Rañises

Mike Cidric Santillan

Mary Jane Sainz Dimson

Noted by:

Mr. Anthony Bryll Nosotros, MIT, LPT

Course Instructor

PD312 – Systems Analysis and Design

Ramon Magsaysay Memorial Colleges