November 3, 2016

Engr. Geronimo Buenavente

General PTA President

Penafrancia Avenue

Naga City

Sir:

Good day!

We, the Grade 10 Programmers are assigned to develop a computer program to simplify the transactions of the PTA Office.

We would like to know how your transactions take place. Also, the difficulties that you always encounter in every transaction and we can also add features that you want to see in our program. We may request for an interview or any representative of your PTA officers for our data gathering. Kindly inform us your availability to conduct our request. Please contact this number for any updates 09123659385.

We are hoping that you will give us chance and provide us the necessary data. Thank you for your consideration!

Truly Yours,

George William M. Sison

Leader

Noted by:

Mr. Alberto Juntado

ICT Teacher