***[Date]***

***${Recipient}***

*Student Affair’s Officer*

*STI College Alabang*

*Greetings* ***${Recipient},***

${LetterContent}

*Sincerely yours,*

***${Requester}***

*${Position}, ${Association}*

***Endorsed by:***

***${Adviser}***

*${Adviser},* ***${Association}***

***Noted by:***

***${Recipient}***

*Student Affair’s Officer*

***Mr. Ricson M. Ricardo Ms. Raquel P. Oclares***

*Academic Head School Principal*