***[Date]***

***DI KO ALAM***

*Student Affair’s Officer*

*STI College Alabang*

*Greetings* ***DI KO ALAM,***

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*Sincerely yours,*

***SI CLARK DA GREAT***

*${Position}, Coders Club*

***Endorsed by:***

***${Adviser}***

*Adviser,* ***Coders Club***

***Noted by:***

***DI KO ALAM***

*Student Affair’s Officer*

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

*Academic Head*    *School Principal*