March 01, 2025

**LITO S. VALENCIA**

*Business Owner*

*Valencia Dry Good Store*

*Isulan, Sultan Kudarat*

**Subject:** *Request for Permission to Conduct Data and Information Gathering*

Sir,

Greetings of Peace!

We, second-year Bachelor of Science in Information Technology (BSIT) students from Sultan Kudarat State University – College of Computer Studies, Isulan Campus, are currently enrolled in IT221 – Advanced Database Systems. As part of our academic requirements, we are seeking permission to conduct data and information gathering to aid in the formulation of our IT System proposal.

The objective of this project is to design, develop, and implement an efficient, secure, and scalable database system that addresses real-world challenges in data management. To achieve this, we kindly request access to relevant data and information from your company/institution, which will be used solely for academic purposes to ensure the accuracy and functionality of our proposed system.

We assure you that all data provided will be treated with strict confidentiality and will not be disclosed to any third party without your consent.

We sincerely appreciate your support in this academic endeavor. Kindly let us know a convenient time to discuss this request further. If you require any additional information, please feel free to contact us at 09XXXXXXXXX.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely,

**JUAN B. DELA CRUZ JUAN B. DELA CRUZ**

*Project Team Leader Team Member*

Noted:

**Jay Mark F. Arendain, mis**

*Subject Instructor*

Approved:

**lito s. valencia**

*Business Owner*