

Joseph C. Arenas and Lian Gil B. Pacis
13 Santol St., Verdant acres, Pamplona Tres
Las Pinas City, 1746

September 5, 2025

3D E-Zone
Cavite, Philippines

Good day,

I hope this letter finds all of you well. My name is Joseph C. Arenas. Along with me is Lian Gil B. Pacis. We are 3rd year students that are currently taking up the program of Computer Engineering Technology in the Technological University of the Philippines – Manila (TUPM). In fulfillment of the requirements designated on one of our courses (CPET12-L: Web Application Programming), we were assigned to create a website for a business that does not have such. With that, we are pleased to inform you that we are expressing our desire to create a website just for your business.

In this endeavor, we aim to develop a website that would solidify the legitimacy and market reach of your business. We are appreciative of the mission of your venture and would love to help your business in this manner. However, we would like to apprise the fact that we are not professionals in our field. With that, the specifics of this project would be as follows. We would not be requiring a fee of any kind for this project. The expected timeframe for accomplishing the website would be from September to December. Lastly, we would be constantly asking for feedback and suggestions for features to be appended on your website. Once the website is finished and has presented this to our instructor, we will turn over the source code and website to you. However, we do not intend to continue maintenance of the website post-development unless an agreement from both parties is reached. We can further discuss details on your preferred channel.

Thank you for giving us your time and attention to this matter. We look forward to working with you. Our resume will be attached along with this business letter for your reference. If you have any queries, please do not hesitate to reach out to any of us.

Warm regards,
Joseph C. Arenas,
Lian Gil B. Pacis