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November 26, 2024

DR. KHAVEE AGUSTUS W. BOTANGEN

Dept Chair,
Information Technology Department
Clirdec Bldg, CLSU

Dear Sir:

Good day!

I am writing this letter to apply for graduation, unfortunately I was not able to apply at the allotted time and would greatly appreciate help and any guidance in completing this process. I was preoccupied with completing capstone 2 and was not able to apply for graduation on time. I sincerely apologize for this and hope that you would allow me the opportunity to apply for graduation.

Thank you for your assistance.

Sincerely yours,

John Patrick D. Parcon

BSIT student,
18-0012

Noted by:

Amir Ledesma

Faculty, IT Department