



<DATE>

<TITLE AND NAME OF ADDRESSEE>

<DESIGNATION>

<NAME OF OFFICE>

<ADDRESS OF OFFICE>

Dear <TITLE AND NAME OF ADDRESSEE>,

This is to introduce <STUDENTS>, Architecture student/s of the **Technological Institute of the Philippines, Manila** who <IS_ARE> currently working on <POSSESSIVE_PRONOUN> project under <COURSE_SECTION>

In this regard, permission is sought from your office to enable <OBJECT_PRONOUN> to conduct interviews, research and other forms of data gathering <DATA_GATHERING_DETAILS>. Moreover, we would like to request if <SUBJECT_PRONOUN> could be directed to the concerned offices and persons who could assist <OBJECT_PRONOUN>.

We look forward to your favourable consideration of this request.

Kindly accept our sincerest gratitude for the help that you shall extend to our students.

Sincerely,

<ADVISER>

Capstone Adviser

<STUDENT_FULLNAME>

[Affix signature above name]

Noted by:

AR. NATHANIEL T. CRUZ

Program Chairperson

Architecture Department