



<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