August 1, 2025

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**Dear Sir/Ma’am:**

We, the undersigned, are 4th-year students of Bachelor of Science in Information Technology (BSIT) at Apayao State College. As part of the requirements for our Capstone Project course, we are conducting a study titled **"\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"**. This capstone project aims to analyze the current processes and challenges faced in your operations and propose an automated system.

In line with this, we respectfully request your permission to conduct our research/study within your office. Specifically, we would like to gather data, conduct interviews, implement a system, distribute surveys, subject to your approval.

We assure you that all information gathered will be treated with strict confidentiality and will be used solely for academic purposes. We are willing to coordinate with your designated representative to ensure smooth and proper conduct of the study.

Thank you very much for your support in advancing our academic endeavors.

Respectfully yours,

Researcher Researcher Researcher

Noted:

**MAGILYN A. RACACHO, MIT**

Subject-in-Charge

Capstone Project