August 09, 2024

**Margie Ondoy**

School Librarian

Davao Central College Rasay Campus

Rasay St., Toril, Davao City

Dear Ma’am Ondoy,

Greetings of peace!

I am **Jude Kristian G. Larroza**, a third-year Bachelor of Science in Information Technology student for the 2023-2024 school year. Currently, I am working on a startup project called BookWagon, an app-based platform dedicated to book renting, offering seamless access to a diverse range of titles. Simplify your book management, explore new reads, and enjoy budget-friendly educational resources within one user-friendly app. This project is a requirement for SIA 101 System Integration and Architecture 1 during the first semester. The project is currently in the ideation stage, and in order to progress further, I am seeking a partnership with an actual client who can provide sufficient information to help validate the proposed system's flow.

As a startup developer, I will be conducting interviews and performing parallel testing with the chosen client. Therefore, I kindly request some of your valuable time to participate in these sessions. I understand the importance of confidentiality when handling certain data, and I deeply respect your time commitment. Rest assured that all information and discussions will be thoroughly documented.

Attached to this letter is the draft memorandum of understanding, which contains the full details of the purpose and agreement.

Thank you for your time and consideration.

Respectfully yours,

**JUDE KRISTIAN G. LARROZA**

BSIT – 3

Noted by: Approved by:

**SER JAMIER L. LLEGO, LPT, MIT MARGIE ONDOY**

Program Head, ITE School Librarian