**REPUBLIC OF THE PHILIPPINES**

**PANGASINAN STATE UNIVERSITY**

Alaminos City Campus

**May 14, 2022**

**IMPRESS ISLAND HOTEL**

*Brgy. Lucap, Alaminos City, Pangasinan*

Madam:

A pleasant day to you.

We are currently enrolled in the Bachelor of Science and Information Technology at Pangasinan State University – Alaminos City Campus and we are in the process of conducting a study on “Hotel Reservations and Bookings” in partial fulfillment of our requirements for Capstone Project 1.

We are hereby requesting your permission to conduct interviews and observations on relevant processes of the Impress Island Hotel that will help us to establish the scope and context of our project. We assure the confidentiality of the information your company will be sharing to us. Your approval to be the locale of our study will be greatly appreciated. Thank you.

Sincerely,

**<Name> <Name>**

*Project Lead* *Member*

**<Name> <Name>**

*Member Member*

Noted:

**<Name>**

*Project Study Adviser*