July 15, 2025

[Name sang admin sang QA]
[Position], Quality Assurance (QA)
Filamer Christian University, Inc.

Mr. [Name],

We hereby express our intent to conduct a thesis research project titled: "Enhancing QA Efficiency: The Filamer Digital Archive." This study aims to develop a secure, automated, and user-friendly file management system tailored for the Quality Assurance (QA) office at Filamer Christian University. Current manual document handling is inefficient and prone to error, limiting the office's ability to maintain organized and accurate records. Our system will streamline processes, improve accuracy, and enhance security.

Project objectives include:

- Designing a structured file management system with categorized folders to improve organization and access.
- Implementing automated notifications for new or updated files, plus audit trails recording user actions.
- Defining user roles and permissions to protect sensitive documents from unauthorized access.
- Adding features for quick access to frequently used files to boost efficiency.
- Integrating security measures to safeguard documents.
- Evaluating the system's impact on reducing manual workload and errors.

To achieve these goals, we will gather data through surveys and interviews with QA staff and stakeholders and review current document management practices. With your permission, we also plan to examine existing QA documents to guide system design.

We respectfully request your approval to proceed with this thesis project. Thank you for your time and consideration. Please feel free to contact us for any clarifications.

Sincerely,

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