

From,

Christian Dave Concepcion

09458643650

Antipolo Rizal

To,

ICCT Management,

ICCT Bldg. V.V. Soliven Ave. II, Cainta, Rizal, Philippines 1900

Subject: Request for Verification of S.O. Number

Dear ICCT Office Department,

Good day to the office of ICCT Department, I am Christian Dave Concepcion, a graduate of ICCT Colleges from the December 2022 Batch, with a degree in Bachelor of Science in Information Technology. I am writing to request verification of my S.O Number for use in obtaining my diploma and transcript of records.

For your convenience, my contact information is as follows:

Student Number: UA190421

Email: daveconcepcion31@gmail.com

Phone Number: 09458643650

I appreciate your time and consideration of my request.

Thank you for your attention to this matter, and I look forward to a positive response.

Sincerely,

Christian Dave Concepcion

2022 ICCT Graduate