

December 16, 2024

**The Registrar**  
DMMMSU - SLUC  
Agoo, La Union

**Subject:** Authorization to Request and Claim Certified True Copy of Diploma and Official Transcript of Records

Dear Sir/Madam,

I, **Allan G. Acosta**, a graduate of DMMMSU-SLUC, hereby authorize my sister, **Rhoda Acosta - Miranda**, to request and claim on my behalf the certified true copies of my **Diploma** and **Official Transcript of Records** from your office.

For verification purposes, she will present her valid identification and a copy of my valid ID. Should there be any fees required for this process, she is authorized to settle them accordingly.

Your assistance in facilitating this request is greatly appreciated. Please feel free to contact me at 0945-302-2332 if further clarification or documentation is needed.

Thank you for your kind attention and support.

Sincerely,

**ALLAN G. ACOSTA**

