**28 July 2021**

**Janice C. Rosos**

Accounting Officer

Southern City Colleges

Pilar Street, Zamboanga City

Philippines 7000

Subject: Requesting a refund from the Graduation fees

**Dear Ma’am**

Good day this is Marvin B. Waro one of the student who graduated at Southern City Colleges School year 2019-2020. I’ am writing this letter to formally request from your good office for me to be able to claim the refundable money worth of Eight Hundred Fifty- 850 pesos from the graduation fees that has been cancelled because of pandemic.

I will be using the said money in aiding my family needs during these trying times. Kindly advise me on what would be the process that I need to do to be able to get it the soonest possible time.

Should you have questions about this letter, please let me know by sending me a message thru email at [waromarvin@gmail.com](mailto:waromarvin@gmail.com) or by calling me at 0926-212-7229.

Your approval with this request will be very much appreciated.

Thank you and keep safe!

Sincerely Yours

**Marvin B. Waro**