**[Date]**

**[Name]**

Faculty

PUP - San Pedro Campus

City of San Pedro, Laguna

Dear [Name],

We hope this letter finds you well and in good health.

We, the **Explorers in Communication and Information Technology (EXPLICIT)**, the official academic organization for BSIT students at the Polytechnic University of the Philippines, San Pedro Campus, cordially invites you to join us at our General Assembly, themed **[THEME]**, to be held on **[EVENT DATE]** from **[EVENT TIME]** to **[EVENT TIME]** at **[EVENT PLACE]**.

This assembly is one of the most important meetings for our organization, where we will come together to discuss important matters, future events, and plans for the current academic year. As for these main topics, it is also important to focus on student engagement in order to develop their collaboration and coordination as an organization. We thus hope that by engaging in essential conversations and involvement, we will build a collective vision for the improvement of our organization.

Your presence would be highly valued, and we would be greatly privileged to have you join us for this significant event.

We look forward to a positive response.

Sincerely,

**KENT D. GARCIA**

*President, EXPLICIT*

Noted by:

**MR. JOHN CHRISTIAN ESMASIN**

*Adviser, EXPLICIT*