

Mark Goles

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To:

Registrar's Office / Department of Computer Science

North Eastern Mindanao State University (NEMSU)

Subject:

Request for Subject Schedule Adjustment

Dear Sir/Madam,

I hope this letter finds you well. I am Mark Goles, a BS in Computer Science student at North Eastern Mindanao State University (NEMSU). I am writing to respectfully request an adjustment to my subject schedule for this semester.

Due to transportation constraints from my residence in Anolingang, Esperanza, I am finding it difficult to attend some of my scheduled classes on time. These travel issues have been affecting my ability to fully focus and perform well in class.

In light of this, I kindly request to be transferred to a different section or time slot that better accommodates my current situation. I am willing to comply with any requirements and am open to available options that the department can offer.

Thank you for your time and understanding. I look forward to your kind response.

Respectfully yours,

Mark Goles

BS in Computer Science

North Eastern Mindanao State University (NEMSU)

