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To:

The Office of Student Affairs
North Eastern Mindanao State University (NEMSU)

Subject: Request for Academic Support

Dear Sir/Madam,

Good day. I am Reymark Goles, a Bachelor of Science in Computer Science student at North Eastern Mindanao State University (NEMSU). I am writing to respectfully request academic support, as I am currently facing challenges that are affecting my academic performance.

Due to transportation difficulties and limited access to stable internet and learning materials, it has been hard for me to keep up with certain subjects. I would greatly appreciate any available academic assistance, such as tutoring, learning resources, or flexible support programs that could help me cope with my current situation.

I am committed to improving my performance and making the most of the support that the university can provide. Please let me know the requirements or process needed to access this assistance.

Thank you very much for your time, understanding, and continued support.

Respectfully yours,
Reymark Goles
Bachelor of Science in Computer Science