Dear Mr. Renato L. Adriano,

Greetings!

We are writing to kindly request a change in our capstone adviser. Our current adviser, Ms. Michelle Tansinsin, is on leave and, unfortunately, is unable to provide the guidance that is crucial for the progress of our project. This has made it challenging for us to keep our project on track.

With this in mind, we would like to request Mr. Aaron Paul Dela Rosa to be our new adviser. We are already familiar with Mr. Dela Rosa, and as our Capstone Coordinator, we believe his availability and expertise would contribute to the successful completion of our capstone project. His insights, attention to detail, and constructive feedback would be highly beneficial to us.

Your favorable consideration of this request would be greatly appreciated, and we are happy to comply with any necessary procedures to formalize the change.

Thank you very much for your time and understanding. We look forward to your kind response.

Sincerely,