

September 15, 2025

Brgy. 03, Balingasag Misamis Oriental

Office of the Barangay Captain

Hon. Marichu C. Ladera

St. Rita's College of Balingasag

Information Technology Department

Dear Hon.,

Good day!

I am writing on behalf of IT Department to respectfully request the use of the Brgy. 03, Covered Court for our upcoming dance practices. Our group is currently preparing for Intramurals Field Demo presentation and we would greatly appreciate your support in providing us with a venue conducive to our practices.

We would like to request the reservation of the court on the following schedule:

- Sept. 16 – 20, 2025 (1 to 6pm)

We assure you that we will observe proper decorum, maintain cleanliness, and follow all rules and regulations set by your area during our stay in the venue.

We sincerely hope for your kind consideration and support for our request.

Thank you very much, and we look forward to your favorable response.

Respectfully yours,

QUEENY PEARL DABOS

BSIT Dept. President