****

<Date>

<Name of the Owner/Head>

<Position>

Dear <Last Name of the Owner/Head>,

Greetings!

May we request from you the permission to gather information from you for our capstone project entitled “<title of capstone project>.”

The above research study is a requirement for the completion of the degree of <course> in the Department of Computer and Information Sciences and Mathematics of the University of San Carlos. We are confident that the result of the study would be useful and helpful in the betterment of the community.

Thank you very much. I am looking for your positive response.

Respectfully yours,

<Student Complete Name>

<Student Complete Name>

<Student Complete Name>

<Student Complete Name>

Noted by:

<Capstone Adviser Complete Name>

Capstone Project Adviser

Approved by:

<Name of the Owner/Head>

<Position>