**OUR LADY OF FATIMA UNIVERSITY**

Valenzuela ● Quezon City ● Antipolo ● Pampanga

**College of Computer Studies**

Department of Information Technology

October 28, 2020

[Name] [Position] [Company] [Address]

Dear Ma’am / Sir:

Greetings from Our Lady of Fatima University.

The College of Computer Studies of Our Lady of Fatima University – Pampanga Campus grants our group the permission to undergo research in the field of Information Technology. This project undertaking is a partial requirement for the fulfillment of the degree of BS in Information Technology. Currently, we are taking the subject **Free Elective 3** and as part of the requirements in this subject is to develop an information technology system. Our approved title is “***Proposed title***”.

In view thereof, we would like to request for your approval to allow us to study the processes and procedures in your organization as well as to conduct the data gathering activities such as series of interviews, observation, distribution of questionnaires and sample forms, the problems of the organization has encountered throughout its operation and the like, which can be included in the development of a system and reports.

We look forward to your favorable response on this matter. Thank you for your support in making computer education relevant to the needs of business and industry.

Respectfully yours:

Name of Proponent Joshua Michael Jabor

Name of Proponent Aaron Joshua Q.Pangan

Name of Proponent Michelle B. Biag

Name of Proponent Jan Carlos Dean F. Dizon

Noted:

Ms. Lailanie M. Calma, MIT,LPT

Practicum Coordinator, College of Computer Studies

Mr. Sonny C. Roque, MIT

Program Head, College of Computer Studies

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**INTENT REPLY SLIP TO ACCEPT THE PROJECT PROPOSAL**

**COMPANY MANAGER/OWNER’s NAME : COMPANY REPRESENTATIVE’s NAME : COMPANY NAME :**

**COMPANY ADDRESS : REPRESENTATIVE CONTACT NUMBER :**

That in this regard , I will ACCEPT the project proposal.

I will DECLINE the project proposal.

**Other Comments/Suggestions:**

SIGNATURE

DATE