Republic of the Philippines

EULOGIO "AMANG" RODRIGUEZ

INSTITUTE OF SCIENCE AND TECHNOLOGY

Nagtahan, Sampaloc, Manila

COLLEGE OF ARTS AND SCIENCES

(NAME)

Barangay Chairman

Brgy.

${barangayname}

Dear Chairman: (NAME)

The Computer Science Department will conduct a 30-hrs. Computer Literacy Program entitled ${project\_title} on ${idate} (TIME). In this regard, we would like to seek your permission to allow us to conduct the above-mentioned activity in your community. (The target beneficiaries)

This Computer Literacy Program has an objective to teach them the IT Basic and Fundamentals that they can be use in taking their academics and career path in the future.

We are looking forward for your favorable action.

Thank you very much.

Respectfully yours,

MR. ERNANIE CARLOS JR.

Chairperson, Bachelor of Science in Information Technology Department

Recommending approval:

MS. RODORA T. OLIVEROS

Dean, CAS