



REQUEST LETTER FOR OVERLOADING OF SUBJECTS

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

Date

The Vice President for Academic Affairs
Southern Luzon State University
Lucban, Quezon

Thru: _____
Dean, College of _____

Dear _____:
I'm a student from the College of _____ taking up _____.
May I request the overloading of the following subjects:

Code	Description	Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		_____

I am expecting to graduate in _____ Semester/ Summer, School Year _____. Attached is my Student Record for your review.

Your kind approval to this request will be highly appreciated.

Very truly yours,

Student (Signature over Printed Name)

Recommending Approval:

Program Chairman (Signature over Printed Name)

Dean (Signature over Printed Name)

Approved/ Disapproved:

Vice President for Academic Affairs