



March 27, 2025

**ROMMEL M. LAGUMEN**  
Campus Director

**Subject: Request for Overtime Practice and Meal Budget for Retro Dance Competition**

Sir;

This letter formally requests permission for the dance team to hold an overtime practice session tonight, March 27, 2025, in preparation for the retro dance competition scheduled tomorrow, March 28, 2025. I believe this additional practice time is crucial to refine their performance and ensure they are well-prepared for the competition.

In line with this request, I'm also seeking a budget of ₱1,000 to cover the meals of the dancers during the extended practice. Proper nourishment is essential for maintaining energy levels and focus during the intensive rehearsal.

I understand the importance of efficient resource management and assure you that this overtime practice and the allocated budget will be utilized effectively to maximize their performance potential.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

**AMY A. ARMADA**  
GAD Coordinator