

## Sample Letter of Intent for New Organization



Republic of the Philippines  
BULACAN STATE UNIVERSITY  
City of Malolos, Bulacan



*Name of Organization*

---

Date

**DR. ROMEO DC. INASORIA**

Dean for Student Affairs and Services

Thru: **MR. SHERWIN M. PARIÑAS**  
Head for Student Organizations

Dear Sir,

***BODY OF THE LETTER***

Yours truly,

**PRESIDENT OF ORGANIZATION**

Noted by:

**ADVISER/S**

**DR. REGINA G. DANGANAN**

Director for Student Development

Approved:

**DR. ROMEO DC. INASORIA**

Dean for Student Affairs and Services

(ALWAYS ATTACH THE CONSTITUTION AND BY LAWS, ENDORSEMENT  
LETTER FROM THE DEAN AND LIST OF OFFICERS WITH CONTACT  
NUMBERS)

## Sample Letter of Intent for New Organization

**LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION**

Date

**DR. ROMEO DC. INASORIA**

Dean for Student Affairs and Services

Thru: **MR. SHERWIN M. PARIÑAS**  
Head for Student Organizations

Dear Sir,

***BODY OF THE LETTER***

Yours truly,

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Noted by:

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Director for Student Development

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Dean for Student Affairs and Services

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LETTER FROM THE DEAN AND LIST OF OFFICERS WITH CONTACT  
NUMBERS)

## Sample Letters for the Activity Outside the University



Republic of the Philippines  
BULACAN STATE UNIVERSITY  
City of Malolos, Bulacan



*BulSU-OSO Executive Board*

Recognition No. 00-00

Date

**DR. CECILIA N. GASCON**  
University President

Thru: **DR. EDGARDO M. SANTOS**  
Vice President for Academic Affairs

Dear Sir,

***BODY OF THE LETTER***

Yours truly,

**PRESIDENT OF ORGANIZATION**

Noted by:

**ADVISER/S**

**MR. SHERWIN M. PARIÑAS**  
Head for Student Organizations

**DR. REGINA G. DANGANAN**  
Director for Student Development

Recommending Approval:

**DR. ROMEO DC. INASORIA**  
Dean for Student Affairs and Services

**DR. EDGARDO M. SANTOS**  
Vice President for Academic Affairs

(ALWAYS ATTACH THE ENDORSEMENT LETTER FROM THE DEAN  
AND COMPLIANCE CHECKLIST)

\*\*\*Outside Bulacan –PARENTAL CONSENT must be NOTARIZED

## Sample Letters for the Activity Outside the University

**LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.**

Date

**DR. CECILIA N. GASCON**  
University President

Thru: **DR. EDGARDO M. SANTOS**  
Vice President for Academic Affairs

Dear Sir,

***BODY OF THE LETTER***

Yours truly,

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Noted by:

**ADVISER/S**

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Head for Student Organizations

**DR. REGINA G. DANGANAN**  
Director for Student Development

Recommending Approval:

**DR. ROMEO DC. INASORIA**  
Dean for Student Affairs and Services

**DR. EDGARDO M. SANTOS**  
Vice President for Academic Affairs

(ALWAYS ATTACH THE ENDORSEMENT LETTER FROM THE DEAN  
AND COMPLIANCE CHECKLIST)

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## Sample Letters for the Activity Within the University



Republic of the Philippines  
BULACAN STATE UNIVERSITY  
City of Malolos, Bulacan



*BulSU-OSO Executive Board*

Recognition No. 00-00

Date

**DR. EDGARDO M. SANTOS**

Vice President for Academic Affairs

Dear Sir,

### ***BODY OF THE LETTER***

Yours truly,

**PRESIDENT OF ORGANIZATION**

Noted by:

**ADVISER/S**

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Head for Student Organizations

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Director for Student Development

Recommending Approval:

**DR. ROMEO DC. INASORIA**

Dean for Student Affairs and Services

Approved:

**DR. EDGARDO M. SANTOS**

Vice President for Academic Affairs

(ALWAYS ATTACH THE ENDORSEMENT LETTER FROM THE DEAN,  
ACTIVITY PROPOSAL FORM AND ADVISER/FACULTY COMPANION FORM)

\*\*\*Overnight Activity – with PARENTAL CONSENT

## Sample Letters for the Activity Within the University

**LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.**

Date

**DR. EDGARDO M. SANTOS**

Vice President for Academic Affairs

Dear Sir,

### ***BODY OF THE LETTER***

Yours truly,

**PRESIDENT OF ORGANIZATION**

Noted by:

**ADVISER/S**

**MR. SHERWIN M. PARIÑAS**

Head for Student Organizations

**DR. REGINA G. DANGANAN**

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Recommending Approval:

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Approved:

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Vice President for Academic Affairs

(ALWAYS ATTACH THE ENDORSEMENT LETTER FROM THE DEAN,  
ACTIVITY PROPOSAL FORM AND ADVISER/FACULTY COMPANION FORM)

\*\*\*Overnight Activity – with PARENTAL CONSENT

**Sample Letters for Solicitation/Fund Raising Activity of the  
Organization**



Republic of the Philippines  
BULACAN STATE UNIVERSITY  
City of Malolos, Bulacan



*BulSU-OSO Executive Board*

Recognition No. 00-00

---

Date

**HON. CHRISTIAN D. NATIVIDAD**  
City Mayor  
City of Malolos, Bulacan

Dear Hon. Natividad:

***BODY OF THE LETTER***

Yours truly,

**PRESIDENT OF ORGANIZATION**

Noted by:

**ADVISER/S**

**MR. SHERWIN M. PARIÑAS**  
Head for Student Organizations

**DR. REGINA G. DANGANAN**  
Director for Student Development

**DR. ROMEO DC. INASORIA**  
Dean for Student Affairs and Services

**DR. EDGARDO M. SANTOS**  
Vice President for Academic Affairs

(ALWAYS ATTACH THE ENDORSEMENT LETTER FROM THE DEAN  
AND PROGRAM OF ACTIVITY)

**Sample Letters for Solicitation/Fund Raising Activity of the  
Organization**

**LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.**

Date

**HON. CHRISTIAN D. NATIVIDAD**  
City Mayor  
City of Malolos, Bulacan

Dear Hon. Natividad:

***BODY OF THE LETTER***

Yours truly,

**PRESIDENT OF ORGANIZATION**

Noted by:

**ADVISER/S**

**MR. SHERWIN M. PARIÑAS**  
Head for Student Organizations

**DR. REGINA G. DANGANAN**  
Director for Student Development

**DR. ROMEO DC. INASORIA**  
Dean for Student Affairs and Services

**DR. EDGARDO M. SANTOS**  
Vice President for Academic Affairs

(ALWAYS ATTACH THE ENDORSEMENT LETTER FROM THE DEAN  
AND PROGRAM OF ACTIVITY)

**Sample Invitation Letter for Organization's Adviser**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

NAME OF ADVISER  
Adviser, Name of Organization  
City of Malolos, Bulacan

Dear Mr./Ms. \_\_\_\_\_:

*BODY OF THE LETTER*

Yours truly,

PRESIDENT OF ORGANIZATION

---

**Sample Invitation Letter for Organization's Adviser**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

NAME OF ADVISER  
Adviser, Name of Organization  
City of Malolos, Bulacan

Dear Mr./Ms. \_\_\_\_\_:

*BODY OF THE LETTER*

Yours truly,

PRESIDENT OF ORGANIZATION

---

**Sample Acceptance Letter of Organization's Adviser**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

MR. SHERWIN M. PARIÑAS  
Head, Student Organizations  
City of Malolos, Bulacan

Dear Sir:

*BODY OF THE LETTER*

Yours truly,

ADVISER OF ORGANIZATION

**Sample Acceptance Letter of Organization's Adviser**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

MR. SHERWIN M. PARIÑAS  
Head, Student Organizations  
City of Malolos, Bulacan

Dear Sir:

*BODY OF THE LETTER*

Yours truly,

ADVISER OF ORGANIZATION

**Sample Endorsement Letter from the Dean**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

NAME OF DEAN  
Dean, College  
City of Malolos, Bulacan

Dear Mr./Ms. \_\_\_\_\_:

*BODY OF THE LETTER*

Yours truly,

PRESIDENT OF ORGANIZATION

Noted by:

ADVISER/S

Endorsed by:

DEAN

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**Sample Endorsement Letter from the Dean**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

NAME OF DEAN  
Dean, College  
City of Malolos, Bulacan

Dear Mr./Ms. \_\_\_\_\_:

*BODY OF THE LETTER*

Yours truly,

PRESIDENT OF ORGANIZATION

Noted by:

ADVISER/S

Endorsed by:

DEAN

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LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

NAME OF DEAN  
Dean, College  
City of Malolos, Bulacan

Dear Mr./Ms. \_\_\_\_\_:

*BODY OF THE LETTER*

Yours truly,

PRESIDENT OF ORGANIZATION

Noted by:

ADVISER/S

Endorsed by:

DEAN

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**Sample Endorsement Letter from the Dean**

LOGO of BSU, OSO and Organization  
HEADING OF YOUR ORGANIZATION  
Recognition No.

Date

NAME OF DEAN  
Dean, College  
City of Malolos, Bulacan

Dear Mr./Ms. \_\_\_\_\_:

*BODY OF THE LETTER*

Yours truly,

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Noted by:

ADVISER/S

Endorsed by:

DEAN

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