

Sample Letter of Intent for New Organization



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



Name of Organization

Date

ENGR. OLIVER R. MARIANO
Dean for Student Affairs and Services

Thru: **MR. JOSEPH ROY F. CELESTINO**
OIC Head, 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:

OLIVER R. MARIANO, ASEAN ENG
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

ENGR. OLIVER R. MARIANO
Dean for Student Affairs and Services

Thru: **MR. JOSEPH ROY F. CELESTINO**
OIC Head, 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:

OLIVER R. MARIANO, ASEAN ENG
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 Letters for the Activity Outside the University



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



Name of Organization

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. JOSEPH ROY F. CELESTINO
OIC Head for Student Organizations

DR. REGINA G. DANGANAN
Director for Student Development

Recommending Approval:

OLIVER R. MARIANO, ASEAN ENG
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,

PRESIDENT OF ORGANIZATION

Noted by:

ADVISER/S

MR. JOSEPH ROY F. CELESTINO
OIC Head for Student Organizations

DR. REGINA G. DANGANAN
Director for Student Development

Recommending Approval:

OLIVER R. MARIANO, ASEAN ENG
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 Within the University



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



Name of Organization

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

MR. JOSEPH ROY F. CELESTINO

OIC Head for Student Organizations

DR. REGINA G. DANGANAN

Director for Student Development

Recommending Approval:

OLIVER R. MARIANO, ASEAN ENG

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, LIST OF PARTICIPANTS AND ADVISER/FACULTY COMPANION
FORM)

***Overnight Activity and Weekends – 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. JOSEPH ROY F. CELESTINO

OIC Head for Student Organizations

DR. REGINA G. DANGANAN

Director for Student Development

Recommending Approval:

OLIVER R. MARIANO, ASEAN ENG

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, LIST OF PARTICIPANTS AND ADVISER/FACULTY COMPANION
FORM)

***Overnight Activity and Weekends – with PARENTAL CONSENT

Sample Letters for Solicitation/Fund Raising Activity of the



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



Name of Organization

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. JOSEPH ROY F. CELESTINO
OIC Head for Student Organizations

DR. REGINA G. DANGANAN
Director for Student Development

OLIVER R. MARIANO, ASEAN ENG
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. JOSEPH ROY F. CELESTINO
OIC Head for Student Organizations

DR. REGINA G. DANGANAN
Director for Student Development

OLIVER R. MARIANO, ASEAN ENG
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. JOSEPH ROY F. CELESTINO
OIC 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. JOSEPH ROY F. CELESTINO
OIC 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

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

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

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