Date:

Ms. Ma. Aurora D. Villanueva PhD.

College Dean

CABECS Department

Colegio San Agustin-Bacolod

To the Dean,

Good day! I am \_\_\_\_\_\_\_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_(year)\_ year \_\_(course)\_ student in this school. I’m a / an \_\_\_(regular/irregular)\_\_\_\_\_ student belonging to the curriculum (S.Y.\_\_\_\_\_\_\_\_). In line with this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(reason why you want to take the subjects)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like to ask your permission if you could allow me to take in a advance the following subject/(s).

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Description** | **To be offered on:** |
|  |  |  |
|  |  |  |
|  |  |  |

Hoping for your kind consideration regarding this matter. Thank you.

Noted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. Giovanni Ten Respectfully yours:

CS/IT Area Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature over printed name)