February 09, 2023

**Dr. Florence D. Ganir**

Dean, CAS

Northwestern University, Laoag City

Dear **Dr. Ganir:**

I am writing to formally request a special dental checkup at Northwestern University in compliance with my clearance for the first semester. Unfortunately, I was not able to go earlier this school year because I was not aware that we had required dental appointments, which is why I was not able to look out for schedules regarding this.

I hope you permit me to take the checkup, in order for me to get cleared this semester. Additionally, this will surely serve as a learning opportunity for me that I regularly check what is needed to be done in order to get through each fraction of the school year.

I would be grateful to you for your kind understanding in this regard.

Much thanks!

Yours truly,

**JONEL AGBAYANI**

BSCS

**Dr. FLORENCE D. GANIR**

Dean, CAS