

Wilcon Depot

Ellen Serafin

Talisay, Cebu

Dear Ms. Serafin,

We would like to purchase five (5) PVC pipes and five (5) cement.

We would like you to charge this purchase to the preexisting account that we have with you, business account #1234 0000 4526.

We hope to receive this order not later than Friday, October 2<sup>nd</sup>, 2020. We prefer J&T express as our shipping method and the receiving address is N. Bacalso Avenue Cebu City, Philippines.

Please confirm that you received this order by calling us at (+639) 32-2617-741 anytime during business hours, Monday to Saturday.

Thank you for your cooperation

Cebu Institute of Technology-University

Kinasang-an Pardo  
Cebu City, Philippines, 6000  
engnibop@gmail.com

July 30, 2020

Ellen Serafin  
HR Head  
Shopee  
5 Science Park Drive  
Legazpi City, Philippines, 4500

Dear Ms. Serafin:

On July 25, 2020, I had brought a Samsung Galaxy Fold 2 at enyiphonestore.ph. Unfortunately, your product has a defect. I am disappointed because the device can only be folded halfway. To resolve the problem, I would appreciate a refund. Enclosed are copies of my records.

I look forward to your reply and a resolution to my problem and will wait until August 10, 2020, before seeking help from a consumer protection agency or the Better Business Bureau. Please contact me at the above address or by phone at (+639) 27-3055-666.

Sincerely,  
Engbino, Kaye P.

September 26, 2020

Engr. Bernard Nicolas E. Villamor  
Cebu Institute of Technology-University  
N. Bacalso Avenue Cebu City

Respected Sir,

I hope you are doing great in health. I am Kaye P. Engbino a BSCS 2<sup>nd</sup> year student. I am writing this letter to you so that I can ask for my scholarship refund. During the special summer term, we have been given a 10,000 subsidy by the Cebu City Scholarship. However, I have paid the tuition due to that the scholarship has not been paid yet. I was told by the OAS that we will be refunded or will be deducted in the first semester. But since it has not been deducted, I paid the tuition fee for the first semester.

I will be very thankful for this.

Thanks,

Engbino, Kaye P.

BSCS-2