

August 18, 2018

**Emilrose Aguinza**

*TQM Supervisor*

**Envirocycling Fiber Inc.**

Gate 2 TECO Industrial Park,  
Ninoy Aquino Hiway, Brgy. Bundagul,  
Mabalacat City Pampanga 2010

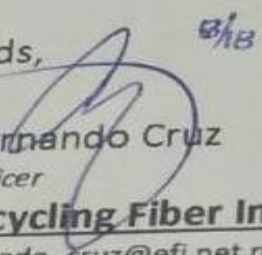
Good day!

I wrote this letter to apologize for my tardiness.  
I have been coming late Last July.

This is due to the injury on my left arm  
I got during our sport fest last July.  
And I'm expecting same event/issue will happen  
this early part of august because  
the cast covered in my left arm  
just been removed this August 13 (advised by the doctor).

Rest assured that this incident will never happen again.  
(by October)

I hope for your kind consideration.

Regards,  <sup>8/18</sup>

**Cris Fernando Cruz**

*Audit Officer*

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