

September 19, 2022

To whom it may concern:

This letter is in reference to my employment. I understand that there's a slight delay from my lacking requirements which is my Diploma and Certificate of Graduation. Nonetheless, the reason for the purpose of this letter is to notify you the requested documents are still pending and in the process for claiming on September 22, 2022 due to the number of request the University Registrar is burdened with. Your consideration is much appreciated.

Sincerely Yours,



BENJIE JR. TOLBO MALAYANG