To Whom It May Concern :

**Subject : Non-graduate Educational Attainment Records** **(Statement of Account / Study Load)**

Please allow me to inform your office that since I have not completed a college degree, I have already requested for the subject instead from my alma mater, Iligan Medical Center College.

A representative will be processing this on my behalf. I will be providing you with an update as soon as the school will have given a date for the document’s release.

Would really appreciate your understanding.

Respectfully,