**Christian Jay A. Noora**  
**Bachelor of Science and Information Technology**  
**Bestlink College of the Philippines**  
**1071 Quirino Highway, Brgy. Kaligayahan, Novaliches  
Quezon City, 1124**  
09691213125

August 20, 2024

Dear Ma’am/Sir,

I hope this letter finds you well. My name is Christian Jay A. Noora, and I am a 4th year BSIT student at Bestlink College of the Philippines. As part of our academic curriculum, we are currently working on a capstone project that requires us to engage with industry leaders and professionals.

We are writing to request permission to interview representatives from Great Wall Arts for our capstone project. Our project aims to gain a deeper understanding of your business operations, challenges, and requirements in merchandising. We believe that insights from Great Wall Arts will greatly enhance the quality and relevance of our research.

The interview would cover topics related to company/business and system software, and we are flexible in scheduling it at a time convenient for your team. We anticipate the interview will take approximately 1 to 2 hours and can be conducted either in-person or virtually, depending on your preference.

We assure you that all information gathered will be used solely for academic purposes and will be treated with the utmost confidentiality. We are committed to adhering to any guidelines or protocols that you may have in place for such interactions.

We would be grateful for the opportunity to discuss how Great Wall Arts might contribute to the success of our project. Please let us know if there is a suitable time to discuss this request further or if you require additional information.

Thank you for considering our request. We look forward to the possibility of working with Great Wall Arts and are excited about the potential insights we could gain from your expertise.

Sincerely,

Christian Jay A. Noora  
Bestlink College of the Philippines  
09691213125