August 12, 2016

(Client name and address)

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Sir/Maam,

Greetings!

We, the Senior Students of Bachelor of Science in Computer Science of Bohol Island State University, are to conduct a system development project (thesis) as a requirement for graduation.

In this regards, we would like to ask your good office to accommodate us for a short office visit, at any time of your convenience, in order to personally ask permission to conduct a system study basing on your (sample: *Employee & Product Record Management* )of your company.

We sure you that we shall honor secrecy and privacy to all data and information we shall be handling as we go along with our study. Our data collection method shall include interview, observation and document review. Your approval will be a great help to the success of our study.

We anticipate your favorable response.

Thank you very much and more power!

Truly yours,

Kent Bryan Poderenan (RESEArchers name )

Noted:

Adviser

**SHEILA G. TABUNO**

Subject Instructor/Chairperson DCoS

Approved for conduct:

Client Name

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August 12, 2016

Sir/Maam,

Greetings!

We, the Junior Students of Bachelor of Science in Computer Science of Bohol Island State University, are to conduct a system development project (thesis) as a requirement for graduation.

In this connection, we would like to ask permission to conduct a system study (thesis) basing on your Employee & Product Record Management of your company as basis for our proposed automation. This study would include interview, observation of transactions and review of documents significant for the study and development of the system. We anticipate to have implementation testing (bench marking) of the system developed as part of usability testing.

We assure you that we shall honor secrecy and privacy to all data and information we shall be handling as we go along with our study. Your approval will be a great help to the success of our study.

We anticipate your favorable response.

Thank you very much and more power!

Truly yours,

**Kent Bryan Poderenan**

**Dinah Mae Escabusa**

**Gwendelyn Nabas**

Noted by: Recommended by:

**SHEILA GARCIA-TABUNO RENANTE S. DIGAMON, MIS**

Subject Instructor Chairperson, DINSMA

Endorsed by:

**ANTONINA A. CERO, Ph. D**

Dean, CTAS Approved by:

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