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September 3, 2019

The President
Bicol University
University Student Council

Dear Sir,

Good day.

We are writing with regards to the submission of a bank account as part of the requirements for the accreditation of organizations on September 4, 2019.

Due to the delay in collection of membership funds, we regret to inform you that our request for a bank account will not be processed before the proposed deadline. This is because our General Assembly and membership fee collection is scheduled on a later date. Rest assured that we will expedite the updating of our bank book after the assembly.

Thank you and we look forward to your kind consideration in this matter.

Sincerely yours,

LEVI LIORERA
BUOC President

Noted by:

Mr. JARIED MILLARE
BUOC Adviser

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Laurence D. Dickhead - Adviser