

November 20, 2024

Mr. Vernon C. Costa

Director, Production and Resource Generation Office

Dr. Maria Corazon A. Buena

Director, Business Affairs and Marketing

Dear Mr. Costa and Dr. Buena,

Subject: Request for Permission to Take Pictures for Capstone Project

I hope this message finds you well. I am writing to respectfully request permission for myself and my team to take photographs at the Marketing Center and the areas occupied by rentals and concessionaires as part of our capstone project. The project aims to provide a comprehensive study on [briefly describe the focus of the capstone project], which involves capturing visual data for research and presentation purposes.

The photographs will be used solely for academic purposes and will not be shared or distributed outside the scope of the project. We will ensure that all individuals and areas featured in the photographs are handled with the utmost care and professionalism. Should any restrictions or guidelines be in place regarding photography in specific areas, please let us know, and we will comply with all requirements.

We would greatly appreciate your approval to proceed with this request. Should you require any additional information or clarification, please feel free to reach out.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

Jenson Yehd G. Buenaventura, John Robin A. Estrella, Ferdylord R. Udani, Jovenry Lloyd L. Villa-or,

Aarol Jaelo Hintay

Student

Ms. Gladys G. Perey

Capstone Adviser