**To,**

Maria Leida M. Donque, **EdD**

**OSA Director**

University of Southern Mindanao

Bai Matabay Plang Avenue

Poblacion, Kabacan Cotabato 9407 Philippines

**Dear** Ma’am,

I hope this letter finds you in good health and high spirits. I am Kian Jearard G. Naquines, a BS Information Systems student from the College of Engineering and Information Technology. I admire your efforts to provide quality and relevant education for the clientele of the University of Southern Mindanao and serve the community with all your efforts.

I am writing to express my deepest sincerity and humility and to seek your understanding and forgiveness for my recent misstep that occurred within the institution, particularly the last USG & LSG Election, where I made a misjudgment on my action that led to inconvenience or disruption that caused the institution, its members, and its operations into a halt. As a University of Southern Mindanao student, I take full responsibility for my actions and sincerely want to address the situation.

It was never my intention to cause harm to the institution or favor any elected candidates. Instead, my curiosity led me to test the security of the provided platform. I discovered a weakness in the system in which I used to act, and I understand the seriousness of my actions. I know this is not enough excuse, but I am committed to learning from this experience and ensuring such incidents do not happen again.

In hindsight, I realize that my actions were not in line with the standards and expectations set by our esteemed institution. I understand the significance of upholding the reputation of the University of Southern Mindanao, and I am genuinely sorry for any inconvenience my misstep may have caused.

I appreciate your consideration of this matter and welcome the opportunity to discuss the issue to resolve.

Once again, I sincerely and humbly apologize for any inconvenience caused, and thank you for your understanding and guidance in this matter.

**Sincerely yours,**

Kian Jearard G. Naquines