**Date: ${date}**

**Project Organizer: ${departmentFull} – Student Council**

**Project Title:** **${title}**

Good day!

We hope this letter finds you well.

${content}

Sincerely,

${departmentFull}- Student Council

Prepared: Noted:

**${cscAdviser} ${oicOsa}**

CSC President Adviser

**${sscPresident}**

SSC President

Recommending Approval:

**${collegeDean}**

OIC-College Dean/ Principal

Recommending Approval:

**<Name>**

OIC-College Dean/ Principal

Approved:

**ANGELO A. BALTAZAR**

Officer-in-Charge, Office of Student Affairs

**LARRY R. GARCIA**

Office-in-Charge, Center for Performing Arts Organization

**CARLITO S. ANTONIO**

Vice President for Academic Affairs

**PROF. LEAN HAPPIE L. BUSTAMANTE**

Executive Vice-President/ Student Services