**Date: <date>**

**Project Organizer: <Name of the organizer>**

**Project Title:** **<Title of the project>**

Good day!

We hope this letter finds you well.

<body of the letter issuing the concern>

Sincerely,

College of Engineering - Student Council

Prepared: Noted:

**<Name> <Name>**

CSC President Adviser

**<Name>**

SSC President

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