

February 3, 2026

**MRS. JENNIFER M. FERNANDEZ**

Instructor, Cebu Institute of University – Technology  
N. Bacalso Avenue, Cebu City, Philippines 6000

Re: Letter of Apology for Inexcusable Absence

Dear Mrs. Fernandez:

I would like to apologize for my **ABSENCE** on **JANUARY 31, 2026** due to my own negligence. I was only able to wake up past the end of your schedule, 10:30 a.m, as my body adjusts to the said time.

I assure that such absence may never happen again in such fashion. I also am fully aware of the consequences of such absence, such as no make-up activities to catch up with the laboratory activity done in such day.

Very truly yours,

**STEPHEN CHRISTIAN M. MAGSAYO**  
BSCpE Student, CHEM181 Section P01

S. C. M. M.