

August 27, 2024

DR. MA. THERESA S. SARABIA

President

St. Therese-MTC College

Magdalo St., La Paz, Iloilo City 5000

Dear Dr. Sarabia:

Greetings!

I am John Jacob Paclibar, a graduate of Bachelor of Science in Marine Transportation of A.Y 2020-2021, formally writing this letter to request a refund for the apprenticeship fee due to significant financial hardships my family is currently facing.

I am processing all necessary trainings and requirements for the opportunity I was given to by the company I applied in. Due unforeseen circumstances, we are struggling to manage our finances. My mother requires treatment and on-going medication as she was diagnosed with Breast Cancer, and my family is supporting my younger sibling on his fourth year in College.

Given the circumstances I am kindly requesting for refund, which will greatly assist my needs for processing my documents and trainings needed.

I'm committed to continuing my dream and deeply appreciate the support that this school can provide me during these difficult times.

Thanks for understanding and for your consideration. I'm looking forward to your positive response.

Sincerely,

John Jacob Paclibar