February 13, 2019

Carmen D. Sia

Registrar

Saint Louis University

Baguio City

Dear Ma’am Sia,

I sincerely apologize for the late submission of my application for graduation form. I was unable to submit in time because my father took a day off from work and he has to go to our province. And I still have to go to our province to have the waiver signed by my parents. My father is working here in Baguio City while my mother is in our province. It was my fault that I was unable to inform my father early to sign the application for graduation form. I am sincerely sorry for that.

I promise that it shall never happen again. I look towards your consideration and kindness.

Respectfully Yours,

Mark Kenneth P. Marzan