Cavite State University-Bacoor Campus

Soldiers Hills IV, Molino VI, Bacoor City, Cavite

December 13, 2024

To Whom It May Concern,

Greetings of peace and goodwill!

We, the third-year Bachelor of Science in Information Technology (BSIT) 3-2 students from Cavite State University-Bacoor Campus, are currently conducting a research study titled “**Development of E-Church Management Information System**” as part of our Research Methods course.

Our proposed system aims to assist in managing donations and financial transactions by providing a web-based digital platform to streamline and record essential church operations efficiently. It is important to note that the system focuses solely on the process of managing donations and finances without requiring the auditing of such transactions. The system will include unique features such as a user-friendly database to monitor funds, ensuring transparency and accessibility while minimizing manual errors.

We humbly seek your approval to proceed with this project and consider your esteemed parish as our research client. Should you allow, we assure you that all project details and data collected will be handled with utmost confidentiality and professionalism.

Attached to this letter is the list of our group members for your reference:

• Casares, Joaquin Carlos O. ([joaquincarloscasares05@gmail.com](mailto:joaquincarloscasares05@gmail.com))

• Salalila, Lawrence Jake F. ([dyakesalalila2504@gmail.com](mailto:dyakesalalila2504@gmail.com))

• Yusingco, Joshua A. ([yusingcoj23@gmail.com](mailto:yusingcoj23@gmail.com))

If approved, we would also appreciate your signed acknowledgment of this letter and a photograph as proof of collaboration, which will serve as validation for our research proposal.

We are looking forward to your positive response. Should you have any questions or need further information, please do not hesitate to contact us via email.

Thank you for your time and consideration. May God bless you and your parish abundantly.

Respectfully Yours,

Lawrence Jake F. Salalila  
Research Team Leader  
BS in Information Technology 3-2

Confirmation of Approval: We, the undersigned, acknowledge the receipt of the research proposal and confirm our willingness to serve as a potential client for the proposed project.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_