June 30, 2023

**DR. CYNTHIA C. LLANES**

Vice President for Academic Affairs

Technological Institute of the Philippines Quezon City

Dear Madam,

I am Juan Cruz, a graduating BS Information Technology student enrolled in IT402: Internship in Computing, 2nd Semester, SY 2022-2023. I am given an incomplete grade because of the circumstances that led to the delay in giving the Grades and Certificate of OJT Completion issued by the company, which are the OJT final requirements.

In line with this, I respectfully request that your office allow me to complete my OJT grade, which would help me graduate this semester.

I am most grateful for your consideration. Thank you.

Respectfully,

**JUAN CRUZ**

BSIT Student, 1813342

**DR. GERALD T. CAYABYAB**

Program Chair, IT

**DR. FELIZARDO C. REYES JR.**

Dean, CCS