

**November 23, 2023**

**ASST. PROF DIOMEDES E. RODRIGUEZ**

*Head, Administrative Services*

This Branch

**Dear Sir,**

Warm greetings in pursuit of wisdom!

We, the **Alumni** from **ABC Company**, kindly request your approval to utilize the **Campus Court** at PUP Sta. Rosa Campus. The facility will be used as the venue for "**meeting**". The intended schedule for our activity is from **December 1, 2023, 03:00 PM** to **December 8, 2023, 02:30 PM**. This reservation is part of our requirements for the scheduled activity.

Your kind consideration of this request is highly appreciated. We assure you that our use of the facility will be in accordance with all guidelines and regulations.

Respectfully Yours,

**Magno, Mikko**

Representative

Noted by:

**Asst. Prof. Leny V. Salmingo**

Campus Directress

PUP Sta. Rosa