**College of Computer Studies**

**Bachelor of Science in Information Technology**

July 9,2025

To:

[Name of the Manager or Owner]

[Position]

[Company Name]

[Company Address]  
  
The undersigned are 4th-year students from **Bestlink College of the Philippines** taking up **Bachelor of Science in Information Technology** and are currently enrolled in **Capstone 1 (CAP101)**. We are required to conduct a systematic study to develop a business application or any related information system software program. The initial stage of the study will be focused on using the system of a particular department and in this case, we have unanimously chosen.

In this regard, may we be allowed to conduct a systematic study in your office, **RESEARCH TITLE: Hotel & Restaurant Administrative Management System with Compliance Tracking, Smart Monitoring, and Access Protection**

Rest assured that the data gathered will be kept confidential.

The learning experience from this endeavor will be valuable to us and hopefully, the designed system could be of great use in your department.

Hoping for your positive response on this matter. Thank you. Respectfully yours,

Petras, Michael F

Piquero, Ernesto Jr. A.

Moral, Rosly

Cubol, Arjay O.

Pasinag, Alfred

Approved by:

Ma’am: Villasor, Richelyn

**Research Coordinator**