June 10, 2013

To: Ms. Nancy M. Flores

AVP for MIS

Dear Madam:

One of the objectives of the subject Multimedia Systems is to design and develop multimedia using tools and resources from the Internet.

In this regard we would like to request for an internet connection starting today until the final exams. Below is the schedule for the said subject.

2:55 – 4:00 MWF S311

Hoping for your favourable response regarding this matter. Thank you.

Respectfully yours,

Leonard Prim Francis G. Reyes

Instructor