March 22, 2012

To: Ms. Nancy M. Flores

AVP for MIS

Dear Madam:

One of the objectives of the subjects Office Automation and Intro to Information Technology is to have a hands on experience with different web applications like email, online storage and blogging sites.

In this regard we would like to request for an internet connection starting today until the final exams. Below are the list of schedules for the said subjects:

Office Automation 10:20-11:45 MWF S311

Intro to IT 5:25-6:50 M307

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

Respectfully yours,

Leonard Prim Francis G. Reyes

Instructor