

21 October 2025

**Mr. FREDDI MAR MENDOZA MAÑALAC,MBA**  
Admin Office, sarmiento campus

**Subject: Requesting for Makeup Class**

Dear Mr. Mañalac,

Good day!

I hope this letter finds you well. I am writing to respectfully request to have a makeup class in our subject, **Business Communication**, at **Building C, Room 207**, from **10:00 a.m. to 1:00p.m.** Due to the sudden class suspension because of the typhoon that happened the other day, This makeup class helped us to catch up on the missed lesson.

I sincerely appreciate your understanding and time, your approval of this request would be greatly appreciated. Thank you very much.

Respectfully yours,

**AYANE C. MONTERO**  
BSBA, GBA-1E