November 1, 1999

**MS. MERCY MILAGROS B. APUHIN**

Dean, College of Nursing

University of Cebu – Banilad

Banilad, Cebu City

Dear Dean Mercy Milagros Apuhin,

Greetings with peace and solidarity!

[BODY OF YOUR EXCUSE LETTER]

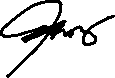
If there are any assignments or additional tasks related to the [MISSED QUIZ, EXAMS, etc.], I would be grateful if you could inform me so that I can complete them promptly. I am willing to meet with you or any of my teachers to discuss the topics covered during my absence and seek clarification on any doubts I may have.

Once again, I apologize for any inconvenience caused by my absence. I assure you that I will take extra measures to prevent any further disruptions to my attendance and academic progress. If there are any steps I need to follow or documents I should provide to address this matter, please let me know, and I will comply with your instructions accordingly.

Thank you for your understanding and cooperation. I look forward to your positive response.

*Respectfully yours,*

Juan Dela Cruz



*BSN 3G*

Noted by:

**Ms. Angelique Marie B. Villaester, MAN, RN**

*Class Adviser, BSN 3G*

**Ms. Bunnylou S. Pitoc, MAN, RN**

*Instructor, NCM 113*

**Ms. Ma. Estella P. Cabataña, MN, RN**

*Level 3 & 4 Chairman*

**Approved by:**

**Ms. Mercy Milagros B. Apuhin, MN, RN**

*Dean, College of Nursing*