August 22, 2023

CIT-U Administration  
Cebu Institute of Technology – University  
N. Bacalso, Avenue, Cebu City  
Cebu City, 6000

To whom it may concern:

I am writing this letter in respect to the available application for the school uniform exemption. I am a graduating student with just only two semesters left (hopefully). With just the timeline I hopefully have left in the school, obtaining a set of school uniform is both not practical and a burden to me financially considering the situation I am in. Throughout my stay in the institution from senior high school until now in my last year in college I have always conformed to the school’s uniform and dress code. I am asking for your kindest consideration to include me in the school uniform exemption and with that exemption I will carry a responsibility with me to always conform to the school’s dress code.

I truly appreciate the thought and consideration you made for this specific matter for the teknoys. I’ll always be grateful for the consideration that will be granted to me. I hope this letter finds you well. Take care and God bless you always.

Sincerely yours,

Guia, Benhur BSIT-4  
18-1258-775