October 5, 2023

Cebu Institute of Technology University

N. Bacalso Avenue, Cebu City

Cebu City, 6000

Dear Ma’am/Sir,

I hope this letter finds you in good health and high spirits. I am writing to formally request an exemption from wearing the prescribed uniform for graduating CCS students at Cebu Institute of Technology - University. As I approach the 4th year of my academic journey, I believe this exemption will contribute positively to my overall experience and achievements during this significant period.

I fully respect and appreciate the traditions of Cebu Institute of Technology - University and the importance of unity that uniforms represent. However, I kindly request your understanding and support in granting me this exemption for the reasons. I assure you that I will continue to uphold the values and reputation of the university and will maintain appropriate attire that befits the significance of the occasion.

I am hoping for your kind consideration and genuinely hoping for your immediate response.

Text, letter

Description automatically generatedSincerely yours,

GERMAINE LAJERA – BSIT 4

20 - 3176 - 518