

January 30, 2025

Assistant Professor Bernadette Canlas
Head of Students Services
Polytechnic University of the Philippines – Taguig

Dear Prof. Canlas,

We hope this message finds you well. We are fourth-year BSIT students from Section 1-1, and we are writing to formally request the issuance of our registration cards for the first semester S.Y. 2024-2025. The delay in processing our registration cards was due to the requirement that the first semester must conclude before proceeding. Additionally, a late payment of our enrollment fees contributed to the delay, but we have now fully settled our dues.

We sincerely apologize for any inconvenience this may have caused and kindly request your assistance in expediting the release of our first semester registration cards for S.Y. 2024-2025 at your earliest convenience.

Thank you very much for your understanding and attention to this matter.

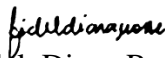
Sincerely,



Cruz, Simounne G.



Mingo, Ed Judah E.



Fidel, Diana Rose V.



Villamarzo, Kazel S.