

[Your Full Name]

[Your Address (Barangay, City, ZIP Code)]

[Date: 21 July 2025]

[Recipient's Full Name]

[Title or Position]

[Organization/Department]

[Full Office Address]

Subject: [Your Subject Here – Be Specific]

Dear [Title + Surname / Sir or Madam]:

[Paragraph 1: State your purpose clearly and directly.]

[Paragraph 2: Provide important details or context.]

[Paragraph 3: Politely state what you hope to happen next.]

[Formal complimentary close],

(Signature)

[Your Full Name]

[Student ID or Program, if applicable]