**PAMANTASAN NG LUNGSOD NG MAYNILA**

University of the City of Manila

Intramuros, Manila

**COLLEGE OF BUSINESS AND MANAGEMENT**

INSTITUTE OF TOURISM AND HOSPITALITY MANAGEMENT

*Bachelor of Science in Hotel and Hospitality Management*

October 21, 2015

**Dr. Sonia F. Manlangit**

Dean, CBM

This University

Good day!

I, ***\_\_\_\_ ( Your Name) \_\_\_\_,*** third year student (irregular) currently taking Bachelor of Science in Hotel and Hospitality Management in this university. I am writing this letter to formally ask for your permission to allow me to overload my subjects this coming 2nd semester by adding 1 more subject (3 units) for I did not obtain the required 15 units for this semester. My pre-enrollment form comprises 3 subjects (3 units each) and 1 subject (5 units) with the total of 14 units. Failing to attain the required 15 units for this semester results to changing of my status from ‘Good Standing/Non-Paying’ to ‘Paying’ since my subjects are said to be under load regardless of my good academic status.

Please consider my request for I cannot pay the cost of my tuition worth **Php 5,199.00** due to lack of financial capacity of my family at the moment for we are currently in the midst of hospital expenses of my grandmother. *\_\_\_\_\_\_\_(****Your reason/s why you’re incapable of paying the said fee****)\_\_\_\_.* Without your consent, it will fallout to inability for me to enroll and more likely will not graduate on the prescribed time ***\_\_\_\_(You may add other effect/s on you as a student of what will happen if this request will be declined)\_\_***I’ve attained a general weighted average (GWA) of ***\_(Your GWA)\_*** on the first semester of S.Y 2015-2016, my academic status has always been ‘*Good Standing*’ from my freshman years up to the present and promised to continue to enthusiastically study my chosen field of profession***.\_\_( Try to persuade them that you’re really trying your best to study VERY HARD!)\_\_\_\_***

Thank you for your kindest consideration.

Sincerely,

**Annie H. Yamat**

2013-20811

Recommending Approval:

**Prof. Argel A. Dela Cruz**

Director, ITHM