**Letter of Intent**

Republic of the Philippines

POLYTECHNIC UNIVERISTY OF THE PHILIPPINES

College of Law

4 November 2015

Atty. Gemy Lito Festin

Dean, College of Law

Polytechnic University of the Philippines

Dear Sir:

I am humbly appealing to your good office to allow me for readmission to the

College of Law starting this second semester of School Year 2015-2016. I was

supposed to be an incoming third-year law student from this university this

School Year 2015-2016.

While studying, I am also working as an (profession) from a respected

professional services firm to support my studies. However, due to sudden change

of my work schedule and work assignments that resulted to conflict with my

schooling, and due to some financial constraint as well, I was constrained not to

enroll during the previous semester. For the same reason, I failed to secure a

Leave of Absence.

I am looking forward to your kind consideration regarding this important matter.

Sincerely,

Name