



PTS COLLEGE & ADVANCED STUDIES

Carlos Trinidad Ave., Salitran IV, Dasmariñas City, 4114 Cavite, Philippines
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Spirituality and Academic Excellence

Date: _____

The Principal

Dear Sir/Madam:

Warm greetings.

This is to request for our office to be furnished with an original copy of the Form 137 of Mr./Ms./Mrs. _____ who is provisionally admitted in our school pending receipt of his/her official credential from your school. He/She graduated from your school on _____.

This is also to authorize the bearer of this request to pick-up the document from your office and hand-carry it to my office.

Thank you very much for your kind attention to this request. God bless you.

Kind Regards,

ELIZA C. GADON
Registrar