



# PTS COLLEGE & ADVANCED STUDIES

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*Spirituality and Academic Excellence*

Date: \_\_\_\_\_

## The Registrar

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Warm greetings.

This is to request for our office to be furnished with an **original copy** of the **Transcript of Records** of Mr./Ms./Mrs. \_\_\_\_\_ who is provisionally admitted in our school pending receipt of his/her official credential from your school. He/She attended your school from \_\_\_ semester, AY \_\_\_ - \_\_\_ to \_\_\_ semester, AY \_\_\_ - \_\_\_ under the program \_\_\_\_\_.

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**