

**A&S Letter of Intent (Format)**  
***for In Campus***

[Date]

To: Engr. Roman T. Go  
School Chairman, MXIS

Dr. Mildred A. Go  
Hedmaster, MXIS

Re: Action & Service Activity

Dear Sir,

I/We, student(s) from state your Grade Level would like to ask permission to allow us to undertake an activity for our Action and Service Program on [day],[date] from [time]. Listed below are the names of the students who will participate.

Student 1  
Student 2  
Student 3

*(In this paragraph state what activity are you going to do, what are your goals and who will supervise you during the activity.)*

Thank you very much!

Respectfully Yours,

Name and Signature of Student representative

**Noted by:**

Name and Signature of Homeroom Advisor

Name and Signature of A&S Coordinator

Mrs. Eve Denise Coronel  
IB Coordinator

**Approved by:**

Mrs. Mildred A. Go  
School Headmaster

Engr. Roman T. Go  
School Chairman