

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