CICS Students:

All your *excuse letters* should be addressed to the concerned faculty or office. Have it signed by your parent or guardian, too. The Dean will only put appropriate notations, endorsements or approval on the letter in ink. Follow correct business correspondence format preferably in FULL BLOCK. Refer to Sample Format below:

```
Date

Recipients Full Name
Designation
Company Name
Company Address

Dear Mr./Ms./Engr. Recipient’s Last Name:


Respectfully yours,

Signature of Student above printed name

Noted by:

Melvin M. Ninal, MSIT
Dean
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For your strict compliance and guidance!