

February 17, 2023

Director
MIRDC

Thru

Engr. [REDACTED]
AMCen Program Leader

SAMPLE LETTER AS GUIDE

Sir:

Good day. My name is G [REDACTED] ra, I am a Mechanical Engineering student of Mapúa University and the student representative of the course ME148F-2/E02 Field Trip Class under Professor E [REDACTED]. I would like to request for a tour of the Advanced Manufacturing Center (AMCen) at MIRDC Compound, General Santos Ave, Taguig, preferably on March 17, 2023. In total, there will be 29 students who will be partaking in this field trip.

The objective of this trip is to let the students observe the operations of the 3d printing plant and to expose them to the actual working conditions of an actual 3d printing plant in connection with safety and other technical issues that the management and the workers deal with.

Thank you very much for your consideration and have a great day.

Respectfully yours,

Gove [REDACTED]
Student Representative

Noted by:

Engr. [REDACTED]
Professor