

Date _____

The Director

Information Technology Development Center (ITDC)
University of the Philippines System
Diliman, Quezon City

Dear Sir,

We would like to request for an MS Office 365 account for our office/unit. Below, please find the details of our account request:

Constituent University (CU)	
Name of UP Office/Unit	
Preferred Username of Office365 account	*take note that this naming format must be followed: (username). upb @outlook.up.edu.ph (for UP Baguio) (username). upc @outlook.up.edu.ph (for UP Cebu) (username). upd @outlook.up.edu.ph (for UP Diliman) (username). uplb @outlook.up.edu.ph (for UP Los Banos) (username). upm @outlook.up.edu.ph (for UP Manila) (username). upmin @outlook.up.edu.ph (for UP Mindanao) (username). upou @outlook.up.edu.ph (for UP Open Univ) (username). upt @outlook.up.edu.ph (for UP Tacloban) (username). upv @outlook.up.edu.ph (for UP Visayas)
Full Name of sole UP Official/Staff who will manage the Office365 account	
UP Email Address of sole officer/staff who will manage the Office365 account	

We look forward to your favorable response on our request.

Thank you very much.

Very Truly Yours,

Name and Signature
Head of the Requesting Office/Unit