

Date \_\_\_\_\_

**The Director**

Information Technology Development Center (ITDC)  
Office of the Vice President for Development (OVPD)  
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	
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,

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**Name and Signature**  
**Head of the Requesting Office/Unit**