

Aive Dela Fuente

Astorga, Bacutan, Sta. Cruz, Davao del Sur

09635582020

aivemontesdelafuerte@gmail.com

Date: June 24, 2025

To:

The Registrar

Davao Central College

Juan Dela Cruz St., Toril, Davao City

Subject: Request for Official Grade Report with GPA

Dear Sir/Madam,

Good day! I am Aive Dela Fuente, a currently enrolled student at Davao Central College under the Bachelor of Science in Business Administration major in Human Resource Management program. I am writing to formally request a copy of my latest grade report or report card with my cumulative Grade Point Average (GPA) indicated.

This document is required as part of my application for a scholarship program, and I would greatly appreciate your assistance in providing this at your earliest convenience. If additional information or documents are needed, please do not hesitate to contact me.

Thank you very much for your kind assistance.

Respectfully yours,

Aive Dela Fuerte

Student, BSBA-HRM

Contact: 09635582020

Email: [aivemontesdelafuerte@gmail.com](mailto:aivemontesdelafuerte@gmail.com)