

Dear PCAFPD,

I understand that it is my responsibility to manage my time and meet submission deadlines. I sincerely apologize for the delay in submitting my grades and second recommendation letter. I had asked two of my professors a month in advance, and while they initially agreed, they became busy and unfortunately forgot. I take full responsibility for not following up sooner.

I kindly ask for your understanding and hope you will still allow me to submit the remaining requirements within this week. I am truly grateful for the opportunity to apply for this scholarship and for your continued support.

Thank you very much for your patience and consideration.

Sincerely, Eia Jintalan