



Republic of the Philippines
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COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY
Department of Agricultural and Food Engineering

01 January 2024

DR. WILLIE C. BUCLATIN

Dean, CEIT

Dear Sir:

Good day!

I am/ We are **[NAME/S]** a **[Year Level]** Bachelor of Science in Agricultural and Biosystems Engineering student currently taking up ABEN200 - Thesis. I am/ We are writing to formally request to borrow the laboratory equipment below to conduct a **[specific reason e.g., conduct drying experiment, conduct experimentation and analysis]** for my/ our thesis entitled **[Title of thesis]**.

Laboratory Equipment	Qty	Date to be Borrow	Date to be Returned

I/ we understand the importance of responsible equipment use and maintenance and will take full responsibility for any damage that may occur during the use of the equipment.

Thank you very much and looking forward to your favorable response. God bless!

Respectfully,

NAME OF STUDENT

Student

NAME OF STUDENT

Student

Noted:

NAME OF ADVISER

Adviser

Recommending Approval:

AL OWEN ROY A. FERRERA

Department Chairperson, DAFE

Approved:

DR. WILLIE C. BUCLATIN, ASEAN Engr.

Dean, CEIT