

Date

NAME OF PROGRAM CHAIR

MDC Program Chair

UP Open University

Dear Ma'am/Sir,

I am writing to ask for your formal approval to change my adviser state reason/s.

- State topic of thesis
- State plans for the thesis process
- State the name of new adviser, and panel members

Additional points/justification for change of adviser appeal.

Thank you so much and hoping for your approval.

Sincerely,

[SIGNATURE]

FULL NAME

Student Number

Master of Development Communication

APPROVED BY:

ADVISER

NOMINATED ADVISER

DR. BENJAMINA PAULA G. FLOR
MDC Program Chair

Send the letter to mdcprogramsupport@upou.edu.ph