

Guidelines for Writing a Formal Letter to Claim a Confiscated Student ID

Please follow the format below when writing a letter to claim your confiscated student ID:

[DATE]

To:

Mr. Jevie Niño V. Gedoria
Student Services Officer
Southwestern University PHINMA
Urgello St. Sambag 2, Cebu City, Philippines

Dear Mr. Gedoria,

Greetings!

I, [Your Full Name], a [Your Year Level] student enrolled in [Your Course], respectfully request the return of my confiscated student ID. My ID was confiscated on [Date of Confiscation] at [Location of Confiscation] due to [Reason for Confiscation]. I assure you that I will [State Your Commitment] to prevent this from happening again.

Thank you for your understanding and kind assistance in this matter.

Respectfully yours,

[Your Full Name with Signature]

[Your Contact Information]

[Your Student Number]

Next Steps:

1. Have the letter **reviewed and signed by your Dean/Principal**.
2. Visit the Student Life Office and look for Ms. Mariniel to submit your letter for approval.
3. Scan the approved letter and upload it using the QR code found on the Student Life bulletin board.
4. Submit the physical copy of the approved letter to the Student Life Office and claim your student ID.