Date

**The President**

This University

Sir:

 Greetings!

 The undersigned is currently working on the approved research proposal entitled

 .

In this connection, I would like to request for funding of my research proposal amounting to

Php .

This research proposal was presented and approved during the in-house review of the

 on , at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *Name of Research Center Date Venue*

Attached herewith are the supporting documents for your perusal.

Your kind approval of this request will be highly appreciated.

 Very truly yours,

 (Printed Name and Signature)

 Researcher

Recommending Approval:

(Printed Name and Signature) (Printed Name and Signature)

Research Center Chair Director, Research Services Division

Research Center Chair

 (Printed Name and Signature) (Printed Name and Signature)

VP for Research and Extension VP for Administration and Finance

Approved:

SUC President