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:

Director, Research Services Division  (Printed Name and Signature)

 Research Center Chair

 VP for Research and Extension VP for Administration and Finance

Approved:

SUC President