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February 24, 2025

iPloy OPC  
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu  
Team Lead: Laarni Colon Hayahay

To whom it may concern,

I hope you're doing well. I am writing to formally request an adjustment to my separation date from February 27, 2025, to February 25, 2025. This is due to an important personal commitment that requires my attention. As a result, my last rendering day would be today, February 24, 2025.

I would appreciate your consideration of this request and any guidance on the necessary steps to facilitate this change. Please let me know if any additional documentation or approvals are required.

Thank you for your time and assistance. I will look forward to your confirmation.

Best regards,  
**Lovely Jane Masecampo Castillo**  
PAP Patient Support 