January 4, 2023

**HON. ANNABELLE V. SAMANIEGO**

Municipal Mayor

Sibunag, Guimaras

Dear Mayor,

Warmest Christian Greetings!

I am **AJ L. Fernandez** fourth-year student at the Mosqueda Campus of the Guimaras State University in Alaguisoc, Jordan. I must do an On-the-Job Training (OJT) for a minimum of 500 hours, or the equivalent of 60 days, beginning on **February 15, 2023,** in order to partially fulfill the requirements for a Bachelor of Science in Information System.

I would like to apply to work as a trainee in your esteemed office because I believe the experience and training, I will receive will broaden my understanding of the subject matter of my course and allow me to learn the actual practices and procedures used in integrated office learning.

The letter of application endorsement from our OJT Instructor is enclosed, along with other documentation important to the aforementioned OJT Program.

Thank you so much and God Bless.

Respectfully yours,

**JAMES RYAN B. GA**

Applicant, OJT Trainee