[date]

**[name\_of\_company\_representative]**

[position]

[company\_name]

[company\_address]

Sir/Ma’am:

Part of the Bachelor of Science in Information Technology Curriculum at Cebu Technological University, Argao Campas, includes a comprehensive On-the-Job Training (OJT) program that spans **[hours\_needed]** hours. This training is a crucial component of the fourth year and is designed to provide students with practical experience, allowing them to apply their theoretical knowledge and develop essential skills required for entry-level proficiency in various computer technology-related occupations. By engaging in real-world scenarios, students gain valuable insights into the practical applications of the concepts they have learned throughout their academic journey. This hands-on training ensures that graduates are well-prepared and ready to tackle the challenges of the professional world in any field they choose to pursue

We greatly value the collaboration between educational institutions and establishments, as we recognize its profound impact on the training and development of our students. We firmly believe that this partnership plays a crucial role in fostering the growth of our students within their chosen fields. With this in mind, we kindly request your esteemed office to grant permission for our capable students to complete their remaining **[hours\_needed]** hours of On-the-Job Training (OJT), accompanied by an additional allocation of One Hundred (100) hours for monthly meetings, OJT Journal preparation, recollection and other school-related activities.

We have full confidence that our students will thrive under your supervision and guidance, alongside an exceptional agency that can effectively support their experiential learning journey. Please advise your most convenient time for us to discuss the contents of the INTERNSHIP PLAN. The following students are part of this request:

**I. [firstname] [lastname]**

If you need to contact me regarding any matters pertaining to the internship of the aforementioned students, please feel free to reach out to me using the following contact details:

Phone: [endorser\_phonenum]

Email: [endorser\_email]

CTU sincerely appreciates your warm welcome of our students as interns in your esteemed company. We highly value your insights in assessing their performance while under your supervision.

Thank you in advance for your anticipated positive response. We eagerly look forward to working closely with you to accomplish our vision, mission, goals, and objectives.

Truly yours,

**[endorser\_name]**

OJT Coordinator, [program]

**MELANIE R. ALBARRACIN**

Director Student Life

Noted:

**EINGILBERT C. BINOLIRAO**

Campus Director

Received:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature over Printed Name