

**Date of application**

Company name  
Full name person in charge  
Department  
Address of the company

Dear Mr/Ms.( Last name of the person in charge)

The major objective and thrust of the Systems Plus Computer College under the Commission on Higher Education (CHED) is to upgrade the standard and quality of students in order to be better equipped and responsive to the needs of the industry.

Along this objective may we respectfully request your good office to allow **Name of the student**, our graduating student of Bachelor of Science in Information Technology (BSIT) to have her On-The-Job-Training (equivalent to 500 hours) in your company.

Your favorable action on this matter will be highly appreciated.

Very truly yours,



**Quincy David**  
Registrar