February 24, 2025

Sir / Madame:

This is to request permission from your good office to please allow\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Senior High School - Grade 12 student, to undergo an **80**hours of **WORK IMMERSION**in your company/agency to acquire industrial **ORIENTATION**. The training period will start immediately upon your acceptance of the bearer under the terms and conditions as stipulated in the duly accomplished memorandum of agreement hereto attached for your confirmation.

Moreover, a student evaluation is provided where a student is to be assessed on his/her performance, attitude and behavior to be attested by the supervisor. The Immersion Teacher and Trainer handling each field of specialization from our school will visit your establishment from time to time to find out how the student perform in the working area.

Thank you very much for your usual cooperation and assistance extended to the school.