\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Date: Month Day, Year)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Contact Person)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Position, Company)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Company Address)*

Dear Sir/Madam (*Last Name of the Person)*:

As part of their curriculum requirement, our **(B.S. Computer Science / Information Systems/ Library Information Science)** students are required to complete **500 hours** of practicum.

We are hoping that your company/establishment can accommodate and assist them in this matter. By working hand-in-hand with the business sector, we firmly believe that we can produce graduates who are equipped with the skills and training to meet the demands of the industry.

A positive and immediate response from your end will help us in our mission to offer good quality education by providing the atmosphere, exposure and opportunities that support the promotion of professional competence, social awareness and responsibility towards the development of the student into a whole person for the service of God and the community.

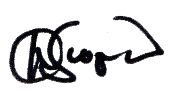
Should you have further questions, you may contact me through my email address at [maikagarbes@cca.edu.ph](mailto:maikagarbes@cca.edu.ph) or my mobile number **+639171560114**.

May this merit your favorable response.

Sincerely,

### MS. MAIKA V. GARBES

Practicum Coordinator, ICSLIS

Noted by:

### MR. MARK GIL Q. SUPERIO

Dean, ICSLIS