

[Your School Letterhead] Date: September 16, 2025

To Whom It May Concern:

This is to formally endorse **Aira Lalaine Segundo**, a 4th-year Information Technology student at **Abra State Institute of Science and Technology**, for an internship opportunity at your esteemed organization.

Aira Lalaine Segundo has demonstrated excellent academic performance and possesses strong technical skills in areas such as software development, database management, networking, and IT support. We believe that this internship will provide her with valuable practical experience and an opportunity to apply the knowledge gained from the classroom in a professional setting.

We highly recommend Aira Lalaine Segundo for your internship program and are confident that she will make a positive contribution to your organization.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

_____ Mr. Joventino Trinidad Intern Coordinator IT Department Abra State Institute of Science and Technology Email: [teacher@example.com] | Tel: [074-XXX-XXXX]

Acknowledgment / Acceptance by Receiving Organization:

I hereby acknowledge and accept the endorsement of **Aira Lalaine Segundo** for the internship program.

Name / Position: Judith, Manager **Signature:** _____ **Date:** _____

APPROVED