**REYNALEN C. JUSTO, MM-ITM**  
Associate Dean, College of Computer Studies

Laguna State Polytechnic University  
Santa Cruz Campus, Santa Cruz Laguna

Dear Ma’am:

Warmest greetings!

This is in response to your letter of inquiry regarding the possibility of accommodating your students for the On-the-Job Training in our company/agency/organization.

\_\_\_\_\_ Yes, we are very much willing to accommodate your students as specified in your letter.

(If yes, please select the competencies you can offer the students)

|  |  |
| --- | --- |
| 🞏 | 1. Computer Operations (e.g. Word Processing, Spreadsheet/Excel, Presentation Package/PowerPoint, E-mail & Internet Browsing). |
| 🞏 | 1. Programming (e.g. Database Application, Application Development, Web Development) |
| 🞏 | 1. Multimedia (Animation, Audio/Photo/Video Editing, Graphic Design) |
| 🞏 | 1. Research (Project Development) |
| 🞏  🞏  🞏 | 1. Networking (Cabling/Wiring, Data Communications) 2. Business Process Outsourcing 3. Student Assistant (Research/Extension/Instructions) |

\_\_\_\_\_Yes, we can accommodate \_\_\_\_\_ students.

\_\_\_\_\_ No, not this time.

Thank you for considering our company/agency/organization as your partner in education and development.

Very truly yours,

(name, position, company, and accompany address)