**Name of recipient**

***Designation of recipient, Company***

Address Line 1

Address Line 2

Sir/Madam;

We, students of STI College – Muñoz EDSA, are currently enrolled in the subject **<put your course/subject here>**. As part of the requirements of the subject, we are undertaking a feasibility/case study/thesis. The initial step towards the same is to find a host institution.

As the host institution, the company is going to provide us the pertinent information for the study through interviews on key personnel, questionnaire-sampling, and/or direct observation of the company’s procedures particularly on areas such as sales and inventory. The host institution will then be, subsequently, the direct beneficiary of the results of the feasibility/case study that we are going to undertake. Our constant interviews and visit will guarantee this.

May you be our host institution? It is our ardent hope that you will positively respond to this request.

Thank you very much.

Sincerely

**Name          Name**

**Name          Name**

***Year & Section***

Noted by:

**Mr. Carlex Rol Jalmasco               Ms. Marilyn M. Afable**

***Thesis Coordinator                     Academic Head***