Date

**ENGR. ROMELEN T. TRESVALLES - (it should be in ALL CAPS - BOLD)**

OIC, Office of the Regional Director

Department of Science and Technology

NCR/Pamamarisan

Dear Sir/Madam:

Greetings from the Country’s 1st Polytechnic University.

Our students from the PUP Institute of Technology, Diploma in Information Communication Technology are interested in the internship opportunity at your prestigious organization. This letter of intent is submitted on behalf of the applicants who are eager to contribute to your organization's mission and vision.

The applicant has demonstrated the possession of a strong work ethic, exceptional academic performance, and problem-solving skills. He/She is well-prepared for real-world applications in the industry. Additionally, his/her enthusiasm for learning and adaptability makes him/her an excellent candidate for an internship in your esteemed organization.

We appreciate the opportunity to submit this letter of intent and introduce this applicant to your organization. We look forward to hearing from you and discussing how the applicant can contribute to your organization's success.

Attached herewith is the Curriculum Vitae of Name of the Student for your perusal.

Thank you for your time and consideration.

Respectfully yours,

**NAME - (it should be in ALL CAPS - BOLD)**

OJT Adviser

**ASST. PROF. MAY ROSE M. VILLEGAS**

OJT and QA Coordinator

Noted by:

NAME – Chairperson - **(it should be in ALL CAPS - BOLD)**

DEPARTMENT