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 applicants have demonstrated the possession of a strong work ethic, exceptional academic performance, and problem-solving skills. They are well-prepared for real-world applications in the industry. Additionally, their enthusiasm for learning and adaptability make them an excellent candidate for an internship in your esteemed organization.

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

Attached herewith is a copy of the Students’ Curriculum Vitae for your perusal. The following students are:

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