January 10, 2024

**NAME OF THE HEAD OF THE AGENCY**

Name of the Agency/Institution

Address of the Agency/Institution

Dear Sir/Ma’am,

In connection with the On-the-Job Training (OJT) requirements of the College Of Computer Studies, Laguna State Polytechnic University – Los Baños Campus, we have the honor to request your good and honorable office to accommodate **Carl Janzell N. Oropesa** Fourth Year Bachelor of Science in Information Technology (BSIT) specialized in Web and Mobile Application Development student for his **ON-THE-JOB TRAINING** in your respective office, for a total of 500 hours, starting on your approved specified date until the completion of the number of hours required.

Furthermore, we would like to request that the office of the State University be furnished with a copy of his OJT Evaluation, Daily Time Records, Accomplishment Reports, and Certificate of Completion at the end of his training period for record purposes.

Our trust in your ability in training our student to become skillful and competent ICT professional made us choose your agency as one of our partners.

Your favorable response to this request will be highly appreciated.

Thank you very much and God Bless!

Very respectfully yours,

**JEFFERSON L. LERIOS, DIT**

Adviser, BSCS Internship

Noted:

**LOYD S. ECHALAR**

Associate Dean, College of Computer Studies