

## Letter of Intent

January 28, 2023

NAME: Trixie Lavadia Soriano

ADDRESS: 215 Callejon 2 Purok 6, Brgy. Sta. Cruz, Pasig City

COMPANY NAME: Rizal Technological University

ADDRESS: 704 Boni Ave. corner Sacrepante, Mandaluyong City

Dear Sir/Madame:

Greetings of Peace!

As part of our academic requirements this semester, I am writing this letter to express my interest in applying for an internship in your reputed Company as an IT intern. I am required to acquire my internship with the following conditions:

- To render a total of 300-hours
- With scheduled days of availability: (MTTF) Monday, Tuesday, Thursday and Friday around 8:00 am-3:00 pm and Wednesdays around 10:00am to 5:00pm

I am currently a third-year student taking Bachelor of Science in Information Technology at the Rizal Technological University. We are tasked to garner our internship with a company that offers on-site or online on-the-job training and is willing to sign a memorandum of agreement (MOA) with the university. Your company has given me comfort and delight to know that you have an offering that is aligned with my course and internship conditions.

I am looking forward to your company's help for students like me who are thriving to complete such endeavours in preparation for us to become equipped professionals in the future. I would be glad to be given a chance of your company's internship program and its opportunities as an office administration student. You can also connect with me through my mobile no. Thank you for your kind consideration and have a great day.

Sincerely,  
Trixie Soriano