Johnrei Aris B. AtendidoLunzuran  
Zamboanga City, 7000  
January 26, 2025

Dear ( ),

I hope this letter finds you well. My name is Johnrei Aris B. Atendido, and I am a Graduating student at Western Mindanao State University ], currently pursuing Information Technology. As part of our academic program, we have been given the opportunity to participate in an **On-the-Job Training (OJT) Tour and Educational Exposure Trip** in **Manila** this coming April 6 - 14, 2025.

The purpose of this trip is to enhance our learning experience by exposing us to real-world industry practices through visits to [e.g., companies, organizations, institutions and participating in professional activities. This will be a week-long educational journey where we will stay in a dormitory, engage in various learning activities, and travel to several key locations in Manila.

However, the success of this endeavor depends on our ability to raise the necessary funds. The total estimated cost for the trip is **₱20,000**, which will cover the following:

* Accommodation in a dormitory for one week
* Meals for the duration of the trip
* Bus transportation for the city tour

Additionally, other major expenses include:

* **Round-trip plane ticket**: approximately ₱
* **Pocket money** for personal and incidental expenses: approximately ₱

In light of this, I humbly seek your financial assistance or sponsorship to help make this learning opportunity a reality. Any amount you can extend will significantly contribute to covering these expenses and allow me to take part in this valuable experience.

Your support will not only ease the financial burden but also motivate me to maximize this opportunity to gain knowledge, skills, and insights that will prepare me for my future career.

Thank you very much for taking the time to read my letter and for considering my request. Your generosity will make a meaningful impact on my educational journey.

Sincerely,  
Johnrei Aris B. Atendido   
Western Mindanao State University  
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