**NAME OF CONTACT PERSON**

**POSITION**

**NAME OF COMPANY**

**ADDRESS LINE 1**

**ADDRESS LINE 2**

**DATE**

 Dear Sir/Madam:

In line with the present thrust of the Higher Education Programs of Chiang Kai Shek College towards providing its students with a well-balanced academic program leading to a degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, major in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, students are required to undergo \_\_\_\_\_\_\_\_\_\_ hours of Internship/ Practicum outside the campus.

We are pursuing this program in the belief that what is learned in school becomes more effective when supplemented with an on-the-job training, thus, making these graduates industry-ready and able to adapt to the demands and needs of the workplace after graduation. Should your policy and program permit, we would like to request that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be allowed to have his/her practicum in your company.

We anticipate your kind assistance in helping us implement our Practicum Program and, in so doing, contribute to the needs of your industry.

Thank you very much.

|  |  |
| --- | --- |
| Very truly yours, **NAME OF OJT/ PRACTICUM COORDINATOR****OJT/ Practicum Coordinator**  | Attested by:**NAME OF DEAN/ PROGRAM HEAD****Position, School of (Indicate Department)** |