



**ICCT COLLEGES FOUNDATION, INC.**  
**Career Development & Job Placement Office**  
V. V. Soliven Avenue II, Cainta, Rizal, Philippines  
Tel. No. 249-1049 / 50

[Date]

[Name]  
[Designation]  
[Company Name]  
[Address]

Dear Sir/Madam:

Greetings from ICCT Colleges!

Our Institution was established in 1992 duly recognized by the Commission on Higher Education (CHED) and the Technical Education Skills & Development Authority (TESDA) situated with eight (8) campuses in Rizal Province. We promote the success of students by providing them the opportunity to achieve competency in the core disciplines of education, and encouraging them to obtain practical experiences through the On-the-Job / OJT training. We highly recognize that maintaining strong relationship through internship provides our students with wide variety of activities that offer exposures to the current / appropriate tools and techniques at work.

In this regard, we are requesting your reputable company to accommodate our student whose name is written below to undergo and complete his/her internship / OJT Training Program.

NAME	COURSE	YR LEVEL
COMPETENCY / TRAINING AREA		OJT HOURS

A copy of his/her OJT Waiver/Agreement Form will be submitted upon acceptance of this request.

Upon the completion of the Student Internship / OJT Training, may we request your good office to please issue a CERTIFICATE of COMPLETION detailing the number of HOURS Completed, DEPARTMENT/AREAS they have rendered their duty, the START and END DATE of the OJT Training and also your office SIGNATORIES and CONTACT NUMBER. WE will provide you an EVALUATION FORM to assess the performance of our students during their training in your Company.

We are looking forward to a fruitful relationship with you as our Industry Partner. Thank you very much and More Power!

Truly yours,

Career Training Coordinator