

Date

Name of HTE

Name of Contact Person (Owner/President/HR Director or its equivalent)
(Title of Contact Person)

Address

Dear _____,

Warm greetings from the University of Santo Tomas!

My name is _____, a senior _____ student from UST College of Commerce and Business Administration. I would like to respectfully offer my services as an intern for your esteemed organization this coming August 2022 which is the official start of our program's practicum course.

Our program offers 2 formats: onsite or online practicum arrangements. For **online internship**, you can choose between format A or format B which will build towards our 600-hour service requirements:

A. Modular Practicum Format

We will provide you with a list of deliverables. Each deliverable has a corresponding number of hours as its equivalent.

B. Full Metered (Fully On-Call) Format

We will devote our entire practicum days for on-call duties and there will be no need for designation of output deliverables. This set-up is evidenced by a daily time tracker duly certified as true and correct by both the practicum and practicum supervisor with tasks accomplished on the relevant dates.

I will be transmitting additional documents (Memorandum of Agreement, Non-Disclosure Agreement, if required) a few weeks after you have confirmed your interest in our program.

I would like to express my sincerest gratitude for your time, and I am hoping for your positive feedback regarding this matter.

Sincerely yours,

Student' Complete Name and Signature
Contact Number



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

ENDORSEMENT



We are pleased to endorse _____ to undergo (specify if it is online or onsite) 600-hour Practicum in your company.

We understand that the named student needs to comply with your requirements and the requirements of our University prior to acceptance.

We thank you in advance for the partnership.

Very truly yours,

Antonio E. Etrata, Jr., Ph.D.
Practicum Coordinator