

July 12 2022

Dear Ma'am/Sir:

Mabuhay!

I am Hazel Anne A. Manalastas, an incoming fourth-year undergraduate student of Technological University of the Philippines – Manila, taking up a Bachelor of Science in Environmental Science, would like to express my utmost interest in applying for a Supervised Industrial Training (SIT) or on-the-job training program in your office in partial fulfillment of our degree.

Our curriculum requires us to complete 200 hours of training in the field, starting this July until August of 2022. We recognize that we must follow the rules and regulations established by your office. We sincerely hope your office will support the aforementioned program as we believe that necessary technical and industrial skills and knowledge will be efficiently provided by your office to serve the sciences, the environment, and the community.

Thank you so much for your time and consideration.

Sincerely,



Hazel Anne A. Manalastas

Applicantá