FEU – Institute of Arts and Sciences

***Department of Communication***

\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

Designation

Company

Address ­­

Dear Sir/Madam:

In view of the 200 hours Internship Program requirement for graduation for the degree Bachelor of Arts major in Mass Communication, the FEU Department of Communication endorses Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently enrolled this Summer AY 2014-2015 and had already taken subjects in Speech, Advertising, Journalism, Public Relations, Radio and Television, Cinema and Theatre (Drama). He/She is known to be of good moral character and he/she is capable and dependable in performing assigned duties.

Thank you very much and I hope for your favorable response regarding this matter.

Respectfully yours,

**CHERISH AILEEN BRILLON**

Program Head, Department of Communication