

**(MEMBRETE O LOGO DE LA EMPRESA)**

Name of the city, and country (date) DD/MM/YYYY.

**Subject:** Letter Release of  
Professional Stay.

**UNIVERSIDAD TECNOLÓGICA DE CANCÚN  
P R E S E N T**

I inform You that the student \_\_\_\_\_, enrolled in the  
\_\_\_\_\_ career at the Technological University of Cancun (Universidad  
Tecnológica de Cancún), with student number \_\_\_\_\_, has completed  
(his/her) **Professional Stay and fully complied with the Company**, in the  
\_\_\_\_\_ area \_\_\_\_\_ from (dd/mm/yyyy) to (dd/mm/yyyy)  
covering a total of \_\_\_\_\_ hours during the period as mentioned above.

Without further ado, I remain.

**(Signature)**

\_\_\_\_\_  
**(Name)**



En la UT cuidamos el Medio Ambiente, esta carta puede ser impresa en hoja reciclada.  
\*NULA SI APARECEN TACHADURAS O ENMENDADURAS.

|                              |                |             |
|------------------------------|----------------|-------------|
| Fecha:<br>27/Septiembre/2025 | No. Versión: 0 | MIN-P01-F09 |
|------------------------------|----------------|-------------|