

Internship Request Letter to college

To,

The HOD

..... [Name of Department]

Mar Baselios Institute of Technology and Science

..... [DATE]

From,

..... [Student Name]

..... [Semester & Department]

..... [Student's Batch Year]

Mar Baselios Institute of Technology and Science

Subject: Request for permission to attend the Internship

Respected Sir/Madam,

With due respect my name is [Student Name] from
..... [Semester & Department], having university register number
.....

I/We are writing this letter to request permission to attend an internship at
..... [Company Name],
[Place], [State] for [Number of working days].

Period of Internship: From [Starting Date] to [Ending Date].

List of other Students [If Applicable]

1. [Name] [Semester and Class] [Signature]

2. [Name] [Semester and Class] [Signature]

3. [Name] [Semester and Class] [Signature]

4. [Name] [Semester and Class] [Signature]

5. [Name] [Semester and Class] [Signature]
6. [Name] [Semester and Class] [Signature]
7. [Name] [Semester and Class] [Signature]
8. [Name] [Semester and Class] [Signature]
9. [Name] [Semester and Class] [Signature]
- 10..... [Name] [Semester and Class] [Signature]

Name	Signature
Applicant	
Faculty Advisor	
IIPC Department Coordinator	
Sanctioned by HOD with Seal	

For IIPC Office Use

COMPANY NAME & LOCATION	CONTACT PERSON	CONTACT NUMBER