

Letter Head University

Phone #:

Email:

Ref. No: _____

Dated:

From:

To:

Subject: _____

Practical training of the Engineering/ Geology students is a pre-requisite for the award of BSc Engineering/ Geology Degree. Your corporation in providing real life work experience to our young internees helps them understand the challenges of work life first hand. With this internship students will be able to become conversant with the latest techniques and developments in the market. We would highly appreciate if you allow (number of students) of our department for internship in your Organization in the relevant field from (Dates/Duration)

Your corporation will help us in our objective of preparing useful manpower for the industry.

Particulars of Students:

Name:

Year/Batch:

Registration #:

**Name & Sign
Incharge Internships/ Career Cell**

**Name/Sign/Stamp
Chairman/ Departmental Head**