



FORMAT - 1

REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

Date:

Subject: Request for Internship Opportunities for Students.

Dear Sir/ Madam,

I am writing on behalf of [University/College Name] to explore potential internship opportunities for our students pursuing [mention relevant fields]. We believe that an internship at [Company Name] would provide our students with valuable industry experience and allow them to apply their academic knowledge in a professional setting.

Our students are provided credits based on their academic performance and skills, ensuring they can contribute meaningfully to your organization. We would appreciate your contribution towards providing our students with an internship of 60/120 hours.

Thank you for considering our request. We look forward to the possible internship opportunities with your company and contributing to the professional growth of our students.

Best regards,

Name of The Internship Supervisor:

Position:

Department:

Email Id: