Date:

From

Name of the student,

Roll No of the student,

Branch of the student,

Email Id of the student

Phone No of the student

To

Head of the Department,

Chemical Engineering,

BIT Mesra, Ranchi.

**Sub: Application to issue Training/Project Work/Internship letter**

Respected Madam,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, bearing Roll No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ a student of BE/ME/IMSC \_\_\_\_\_\_\_ year (\_\_\_\_\_\_sem) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Engineering/Technology. I am interested to undergo Training/Project Work/Internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

In this regard, I request to issue me training/project work/internship letter from the department for further official procedure. If I got confirmed from the organization, I abide to follow all the rules & regulations of the organization during the training/project work/internship period.

I hereby submit the acceptance letter immediately to the departmental training & placement coordinator, once I got confirmation from the organization. After completion of training/project work/internship, I will submit the training report, feedback from the supervisor (as per the given format), training certificates (xerox copy) and necessary documents to the departmental training & placement coordinator. If not, the department can take necessary action.

Thanking you,

Yours faithfully,

(Signature of the student)

(Name of the student in Capital)

**Organization detailed address & Contact no.:**