

INSTITUTION LETTER HEAD

Form: INT-02/17

Addressed to Industry/Establishment

Dear Sir,

Mr./Mrs. **Name of Intern** a student of year in **Branch** of this Institute is directed to join in your Industry/Establishment to undergo Internship Programme for a period of **4** weeks during **Name of Months** **Year**. This Internship is a part of Course curriculum specified in the syllabus of **Name of the University**. You are requested to allow the student to complete his/her Internship.

Regards,

Name & Signature with Office Seal of
VC/Director/Principal of Institute

c.c:-

Director
Board of Practical Training (ER)
Block – EA, Sector – I,
Salt Lake City, Kolkata - 700064