

Subject: Request for Summer Internship Opportunity at [Lab name] 2026

Respected Director,

I am [Your Full Name], a [Year]-year B.Tech student majoring in [Your Branch] at [Your University Name], one of India's leading engineering institutes. As a motivated student with a keen interest in research and innovation, I am eager to gain practical exposure and contribute to ongoing projects in your esteemed laboratory. My academic foundation includes [list your core areas, e.g., Machine Learning, Robotics, Data Science, etc.].

After learning about the significant research conducted at [Name of DRDO Lab], I was particularly inspired by your work in [specific research area, e.g., AI-driven threat detection]. I believe my skills in [relevant technical skills, e.g., Python, Computer Vision, etc.] and experience in [your domain experience, e.g., predictive modeling, hardware prototyping, etc.] could be valuable in exploring [how your skills align with the lab's work].

For example, my recent project “[Project Title]” focused on [brief 1–2 line summary of the project, mentioning methods or outcomes relevant to the lab's research]. This experience strengthened my understanding of [relevant topic] and improved my ability to [key takeaway, e.g., apply algorithms to real-world problems].

I am enthusiastic about the opportunity to intern at [Lab Name] during the summer of 2026 (June–July) and contribute to your ongoing research. I am open to on-site or hybrid work arrangements based on the lab's requirements.

Please find attached my resume and academic mark sheets for your reference. I can also provide a Letter of Recommendation upon request.

I assure you of my dedication, curiosity, and commitment to learning. Even if internship positions are currently filled, I would be grateful for any guidance or referral to other suitable opportunities.

Thank you very much for your time and consideration. I look forward to the possibility of contributing to your team.

Yours sincerely,

[Your Full Name]

[Department / Branch Name]

[University Name]

[City, State, Country]

[Your Email Address]

[Your Contact Number]