

# COSMOPOLITAN UNIVERSITY

Office of Academic Affairs

123 University Road, Academic City

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**Ref: INT-2026-0219-004**

February 19, 2026

**The Human Resources Manager**

I-CODE NG LTD

82, 311 ROAD FHA, KUBWA, FCT, NIGERIA

**Subject: INTERNSHIP PLACEMENT REQUEST**

Dear Sir/Madam,

This is to introduce **Khalfani Jackson** (Student ID: **23C-SCT-SENG-0003**), a bonafide student of Cosmopolitan University, currently enrolled in the **Software Engineering** programme at Level **undefined**.

As part of the academic curriculum requirements, our students are required to undergo practical industrial training to gain hands-on experience in their field of study. We hereby request that you consider accepting the above-named student for an internship placement at your esteemed organization.

**Internship Details:**

**Position/Role:** Intern

**Proposed Start Date:** February 18, 2026

**Duration:** 6 Months

The student is expected to adhere to your organization's rules, regulations, and work culture during the internship period. We assure you that the student will conduct themselves professionally and represent the university with integrity.

The university would greatly appreciate your cooperation in providing this valuable learning opportunity to our student. Upon acceptance, we kindly request that you provide us with details of the assigned supervisor and the formal acceptance documentation.

Should you require any further information or clarification, please do not hesitate to contact our office at the above address.

Thank you for your consideration and support.

Yours faithfully,

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**Dr. Academic Coordinator**

Dean, Academic Affairs

Cosmopolitan University