

To,
Dr. Megha Trivedi
Head of Department
Computer Engineering
Vidyavardhini's College of Engineering and Technology

Date: 23 / 01 / 2026

Subject: Request for Permission to Pursue Onsite Internship

Respected Madam,

With due respect, I would like to inform you that I have been selected for an onsite internship at **Vervali Systems Pvt. Ltd.**, a reputed organization working in the field of technology and industry-based solutions. This internship is an important opportunity for my academic as well as professional growth, as it will provide me with real-time industry exposure, practical implementation experience, and hands-on technical knowledge related to my course of study.

Through this internship, I will gain valuable insight into industry standards, professional work culture, and the application of modern technologies in real-world projects. The practical exposure gained during this period will help me strengthen my technical foundation, improve my problem-solving skills, and enhance my overall professional competence. This experience will play a significant role in preparing me for future career opportunities and help me bridge the gap between theoretical knowledge and practical implementation.

Due to the onsite working schedule of the internship, I may not be able to attend regular lectures and practical sessions during this period. However, I sincerely assure you that I will take complete responsibility for my academic commitments. All assignments, practical records, internal assessments, and submissions will be completed within the stipulated time. I will remain in regular coordination with the concerned faculty members to stay updated with the academic syllabus and ensure that my academic progress remains unaffected. I also assure you that my academic performance, discipline, and attendance-related responsibilities will be maintained properly at all times.

I therefore humbly request you to kindly grant me permission to pursue this internship and provide me with the necessary academic flexibility during the internship period. I assure you that I will make the best possible use of this opportunity and uphold the reputation and values of our institution. I shall be highly grateful for your kind consideration and approval.

Thanking you.

Yours sincerely,

Nikita Jitendra Solanki

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Dr. Megha Trivedi

(Head of Department)

Mr. Sridhar S.

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Mr. Sridhar S.

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