**Annexure I**  
*On the HOD’s Letterhead*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To**  
[Name of the Organization / Firm / Institution]  
[Address]

**Dear Sir / Madam,**

**Sub: Request for Internship for (Name of the Degree Programme) student – reg.**

Greetings from Madras Christian College!

This is to request you to kindly permit our student **(Name, Register Number, Year of Study, and Programme of Study)** to undertake an internship at your esteemed institution/organization/firm/office for the academic year **2025–26**.

He/She will report to you regularly from **\_\_\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_\_\_**, and will work under your guidance and supervision during this period.

The internship requires a **minimum of 120 hours**, and the student's activities will be recorded daily in an **Internship Diary**. A **comprehensive report** will also be submitted at the end of the internship period. Both the diary and the report must be duly signed and authenticated by the concerned authority of your institution/organization/firm/office.

We would be most grateful if you could kindly grant permission for the same.

Thank you,

**Yours sincerely,**  
(Signature)  
**Head of the Department**