

**To,**  
The Head of Department,  
Dr. Pravin R Futane,  
VIIT, Pune

**Subject:** Request for Regularization of Attendance and Submission of Internship Completion Certificate.

**Respected Sir,**

I am Sahil Khilari from SY(B) of the IT department. I am writing to inform you that I have successfully completed my internship program at **PayPal, Chennai**, which took place from **20th May to 9th August**.

I am writing to request the regularization of my attendance for the duration of my internship. For your reference and records, I have attached the certificate of completion.

This internship has been an invaluable experience, providing me with practical knowledge and skills that I am eager to apply in my academic pursuits. I assure you that I will make every effort to catch up on any missed coursework and fulfill all academic responsibilities.

I kindly request you to consider my attendance for the period of my internship. Please Let me know of any further steps I need to take in this regard.

Thank you for your time, consideration, and continued support.

**Yours sincerely,**  
Sahil Khilari  
SY(B), IT Department  
VIIT, Pune  
sahil.22210799@viit.ac.in