

Ref: CIME/ 284

Date : 3<sup>rd</sup> March, 2022

**LETTER FORMAT FOR INTERNSHIP**

Dear Sir / Madam,

Greetings from **College of IT and Management Education (CIME)**, Bhubaneswar !

It is our pleasure to inform you that CIME, located at the heart of the capital city, is one of the most promising professional Institutes in Odisha offering MCA, MBA, M.Tech. and MBA (Part-time) Courses approved by the State Govt. and the AICTE, New Delhi. The Institute is almost 20 years' old and is a **Govt. and Constituent College of the Biju Patnaik University of Technology (BPUT)**. This Institute is also accredited by NAAC.

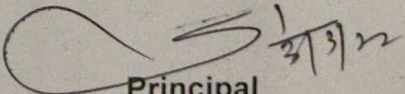
The objective of the Institute is to create young and dynamic student's who are future oriented and market driven. Our students are generally drawn from the higher ranks of the Orissa Joint Entrance Examination (OJEE). CIME is acknowledged by the student community and the parents for providing quality education.

**Mr. Subrat Swain**, a student of MCA Programme bearing **OJEE - 2021 Registration No.214031001738** of our Institute is keen to undergo Internship Program in your esteemed organization. The Internship program is a curricular requirement of the MCA Course. I would request you to accommodate him/her for the said internship program to gain adequate corporate exposure in his/ her professional career.

We shall be extremely grateful for your kind concurrence and a line of confirmation in this regard.

With warm Regards,

Yours sincerely,

  
Principal