Date: **<DATE>**

Place: IIT Kharagpur

To

Head of the Department

Department of CSE

Indian Institute of Technology Kharagpur

Sir / Ma’am,

Subject: Application for Exemption of TA Duty for the **<AUTUMN / SPRING SEMESTER 20XX-20XY>**

I, **<STUDENT NAME>**, am a Ph.D. student (Roll No - **<STUDENT ID>**) in the Department of Computer Science and Engineering. I have been invited to visit **<INSTITUTE NAME>** in connection with some of my Ph.D. research activities from **<START DATE>** to **<END DATE>** in collaboration with **<INTERNSHIP SUPERVISOR NAME>**. The invitation letter is attached herewith for your reference.

I shall be highly obliged if you kindly allow me to exempt the TA duty for this semester (**<AUTUMN / SPRING SEMESTER 20XX-20XY>**).

Yours Obediently,

**<STUDENT NAME>**

(Student ID: **<STUDENT ID>**)

**<SUPERVISOR NAME>** **<CO-SUPERVISOR NAME>** **<HOD NAME>**  
 (Supervisor) (Co-Supervisor) (Head of Department)