

To,  
The Dean,  
SOCS,  
UPES, Dehradun

Date:-

Subject:- Request to extend summer internship.

Respected Sir,

I am Gaurav Agrawal from CSE-OSOS (2016-2020) , and I am writing this application to ask you for permission to allow me to work for 8-week at internship program. I have been selected in Celebel Technologies for an internship and the minimum requirement for this program is to be present at the site for a duration of 8-weeks. I have also been informed that the company is providing a good chance of Pre-Placement offer based on performance if I perform well in the program. So I request you to grant me an extension for the internship which will help me pace through my career.

Thanking You,

Yours Obediently:-

Gaurav Agrawal

CSE-OSOS (2016-2020)