From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

To

The HoD

Dept of Information Technology,

DMCE, Airoli

Re:

Dear Sir/Madam

I am writing this letter to request permission for attending an internship. I recently got selected for \_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Internship) by \_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Organization). The timings of the internship are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mention the timings with days).

This internship being a really important and integral part of my learning procedures, I request you to consider my situation and grant me permission for the same.

Look forward to your kind consideration.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of student),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Class/div/Roll No)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Id)