Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,   
The C.T.O.   
SRIYOG Consulting Pvt. Ltd.   
Kamalpokhari, Kathmandu, Nepal   
  
**Subject: Request for providing internship opportunity**

**Dear Sir,**

We would like to request an internship opportunity for our student. The details of the candidate are mentioned below :

Full Name of Candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject / Course : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester : \_\_\_\_\_\_\_\_ Roll Number : \_\_\_\_\_\_\_\_\_\_\_  
Citizenship Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issued District : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Period of the Internship : \_\_\_\_\_\_\_\_\_\_\_\_ Month(s)   
**Instructions to Internship Supervisor :**

|  |
| --- |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Name of Principal/ Campus Chief/ Coordinator  
Designation   
Phone Number