**Date**: 28th August 2024

**To,**

Mr. Vijay Ramani,

Plant Manager,

NANDAN PETROCHEM LTD.

**Subject:** Request for Internship Duration Adjustment

Respected Mr. Vijay Ramani,

I hope you are doing well. I am writing to inform you about a change in my academic schedule that affects the duration of my internship at NANDAN PETROCHEM LTD.

I was initially scheduled to complete a two-months internship starting from 2nd august 2024. However, due to an unexpected change in my college schedule, I will be required to resume my classes from the 2nd September 2024. This situation restricts me from completing the second month of my internship as planned.

I am committed to making the most of the time I have left and will ensure that I complete all assigned tasks to the best of my ability during this period.

I appreciate your understanding and look forward to any guidance can provide regarding this adjustment.

Thank you for your support.

Yours sincerely,

Shriniwas Sudhakar Magar