

Date:

To

The Head,

Department of CSE

Daffodil International University

Subject: Prayer for Internship letter.

Dear Sir,

With due respect I would like to state that I am a regular student of CSE department. I need a Internship letter for my purpose from the department.

May I therefore pray and hope that you would be kind enough to grant my application and oblige thereby.

Your most obedient pupil,

Student ID :
Person

To Whom: Name /

Student name :

Designation:

E-mail :

Company Name:

Cell :

Company address:

Level Term

Completed credits:

Shift: Day / Evening

N:B: *50/BDT money receipt, academic transcript and dues clearance with official sealed from accounts section will be needed.

***And the requirements for this letters should be submitted minimum 03 working days earlier.**

***Student has minimum Credit completed for 123 Credits (Day) and 93 Credits (Evening)**

***If any student get internship letter from CSE department then he/she must submit acknowledgement letter from his/her perspective Organization/Company within Internship period.**