



No 0654.02/105

Faculty of Business Administration  
And Liberal Arts  
Rajamangala University of Technology  
Lanna  
128 Huay Kaew Road, Chang Puek,  
Mueang, Chiang Mai 50300  
THAILAND

20 September B.E. 2567 (2024)

Dear Ms.Logini Sulochona Annamalai,

Subject: Request for Acceptance of Student Trainee

The Faculty of Business Administration and Liberal Arts, Rajamangala University of Technology Lanna (RMUTL), would like to propose the placement of the following 4th-year student majoring in the International Business Management Program as trainee in your esteemed organization:

1. Miss Anna Scott

In line with our Internship Program in International Affairs course, the objective of this program is to integrate theoretical learning with practical experience in a professional environment. The faculty respectfully requests that your organization consider accepting this student for practical training. We propose that the student undertakes a full-time trainee position. The proposed training period is scheduled for the second semester of the 2024 academic year, from 18 November B.E. 2567 (2024) to 7 March B.E. 2568 (2025).

If you find this proposal acceptable, kindly complete and return the attached 'Acceptance Student Trainee Form' via email to [sjariangprasert@gmail.com](mailto:sjariangprasert@gmail.com).

Sincerely yours,

(Associate Professor Kanthana Ditkaew)  
Dean, Faculty of Business Administration and Liberal Arts

## Acceptance Student Trainee Form

No. ....

Amari Kuala Lumpur Hotel

No. 3, Jalan Bangsar, KL Eco City 59200

Kuala Lumpur, Malaysia.

+603 2330 5800

Date.....Month.....Year.....

Subject: Request for Acceptance of Student Trainee

To: Dean, Faculty of Business Administration and Liberal Arts

Refer to Letter: No. 0654.02/105 register 20 September B.E. 2567 (2024)

In reference to your request for our organization to accept a 4th-year undergraduate student from the International Business Management Program, Faculty of Business Administration and Liberal Arts, Rajamangala University of Technology Lanna (RMUTL), for an internship during the second semester of the academic year 2024, from 18 November B.E. 2567 (2024) to 7 March B.E. 2568 (2025), we have reviewed your request and would like to inform you of our decision as follows:

☐ We are pleased to confirm our willingness to accept the following student for an internship:

1. Miss Watcharaporn Ingkawara

### Job Position / Job Description for Student at the Organization:

1. ....
2. ....

☐ We regret to inform you that we are unable to accept any student for the internship at this time.

Please be informed accordingly.

Sincerely,

(.....)

Position: .....

Please affix the organization's seal.