To be printed on college letter head and signed by Principal / HOD of College / Institution

Ref No: Date:

To,

The Director,

Research Centre Imarat

Defence R&D Organisation, Vignyana kancha Hyderabad-500069.

**Subject: Request for Paid Internship opportunity for a period of six months**

Ref : Advertisement No. RCI/HRD/PDINTERN/2025/01

Respected Sir,

We request an internship opportunity for our **V** semester B.Tech student for **Paid Internship Scheme of DRDO** at RCI, Hyderabad.

Shri/Ms.………………………………….is a bonafide student of this college having enrollment no………….He/She is a meritorious student and is eager to gain practical exposure in the defence related applications through an internship at your esteemed organization.

We request an internship from to ( 6 months). Below are the details of the student, faculty coordinator and the college / institution:

**Student Details:**

|  |  |
| --- | --- |
| Name |  |
| Course |  |
| College ID Number |  |
| Mobile No. |  |
| Permanent Residential Address |  |
| Email ID |  |

**Faculty Coordinator Details:**

|  |  |
| --- | --- |
| Name of Faculty |  |
| Designation |  |
| Department |  |
| Contact No. |  |
| Email ID |  |
| HOD Email ID |  |

**College Details:**

|  |  |
| --- | --- |
| College Name |  |
| AICTE Permanent ID |  |
| DTE Code |  |
| Affiliated to |  |
| Affiliation ID |  |
| Email ID |  |
| Contact No. |  |
| Fax No. |  |

The college has no objection if he/she joins internship at your organization and is physically present in the establishment for a minimum of 15 working days in a month. The college will relieve the student to undergo the internship at your establishment.

It is also hereby assured that student will complete full tenure of his/her paid internship.

We believe that this internship will be an excellent opportunity for our student to enhance his/her technical skills. Kindly consider this request and grant the necessary permissions. We assure you of our student's commitment to learning and adherence to all institutional norms.

Thanks and Regards,

Signature of Principal / HOD of College / Institution

With Office Seal.

Name: