

Request Letter for Student Internship

Date : _____

From

_____ ,

Reg. No. : _____ ,

Dept : _____ Year : _____ Semester : _____ ,

Sri Balaji Chockalingam Engineering College,

ACS Nagar, Irumbedu, Arni.

To

The Principal,

Sri Balaji Chockalingam Engineering College,

ACS Nagar, Irumbedu, Arni.

Respected Sir,

**Subject: Request for Permission to Attend Student Summer Internship Program for
the Academic Year 2026 – 2027**

I, _____, studying in _____ Year _____
Department, bearing Register No. _____, request your kind permission to
attend the **Student Internship Program** during the academic year **2026 – 2027**.

The internship program will help me gain practical knowledge, industry exposure, and
technical skills relevant to my field of study. The details of the internship are furnished application
form attached with this letter.

I assure you that I will abide by the rules and regulations of the institution and the
organization during the internship period. I also undertake the responsibility of completing all
academic requirements after the internship.

Hence, I kindly request you to grant me permission to participate in the Summer
Internship Program.

Thanking You.

Yours Obediently