



Jayarani Arts and Science College for Women

(Affiliated to Periyar University – Salem)

Nethimedu, Salem - 636002, Tamilnadu, India

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Website: www.jcs.edu.in

To

Date:

Respected Sir/Madam,

Subject: Request for 15-Day Internship for Our Student – Reg.

This is to formally introduce Ms. _____, a bonafide student of _____, 3rd Year at Jayarani Arts & Science College for Women, Salem. As part of the academic curriculum of Periyar University, Salem, students are required to undergo a short-term internship to gain industrial exposure and practical knowledge in their field of study.

We kindly request you to provide an opportunity for the student to pursue a 15-day internship at your esteemed organization, tentatively from _____ to _____. This experience would be of immense value in enhancing the student's practical understanding and professional development.

We assure you that the student will maintain discipline, abide by your organization's rules, and carry out the responsibilities assigned with sincerity.

We would be grateful for your kind support and look forward to your positive response.

Thanking you,

Yours faithfully,