

Ref: VCA/IIIC/**19-20** Date:

To,

The Manager

HR Department

Name of the Industry/Academic Institute

Address

Dear Sir/Madam

Sub: Internship for B.Arch students

 The following student of this institution is interested to undergo Internship at your esteemed organization during the period from ------- to --------. He/She may

be given the permission for the internship, subject to the rules of the Organization.

 I assure that the students will abide by all the rules and regulations stipulated by your organization.

Name of the student Branch of study

1. Ashok John B.Arch

 Thanking you,

 Yours faithfully,

Ar.Anish.C.S Ar.Shereef.T.P

 Principal Head of the Department

 **Coordinator**

 Ar.Shereef.T.P

 Head of the Department

**Chair person**

Ar.Anish.C.S

PRINCIPAL