

Date: / /2020

To,
The Principal,
FC.RIT, Vashi, Navi Mumbai.

Subject: Application for letter for Internship Certificate.

Respected Sir,

I, **Mr. /Ms.** _____ **Roll No.** _____ ,

Student of _____ **Branch** _____ **semester** in FC.RIT, wish to apply for an internship at
The _____ **company.**

The **duration** of said internship is **from** _____ **to** _____. A letter required as a part
of the application process.

The letter has to be addressed to,

Employee Name: Mr./Ms./Mrs.

Designation:

Address:

Kindly process me with the letter for the same.

Thanking you,

Yours Truly,

Name:

Sign. :

H.O.D.

Principal

Placement Officer

Note: Principal's Signature is Mandatory, for exceeding the internship duration i.e. 14th July, 2020.