

Date:    /    / 202   .

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

**Subject: Application for the letter of Internship Permission.**

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 (start date)** \_\_\_\_\_ **to** \_\_\_\_\_ **(end date)**. A  
letter required as a part of the application process.

The letter has to be addressed to,

**Company's Employee Details:**

**Name: Mr./Ms./Mrs.:**

**Designation:**

**Email id (If Any):**

**Address:**

Kindly process me with the letter for the same.

Thanking you,

Yours Truly,

**Name:**

**Contact No.:**

**Sign.**

1. Signature is not mandatory for online application
2. Please keep HOD in CC of your mail to get permission from department.
3. Please fill the internship permission record form before taking letter from college:  
<https://forms.office.com/r/yytUjp0fmf>