



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY/POLYTECHNIC**

**Amhara, Bihta, Patna- 801118**

**Internship/Training Letter Request Form**

To,  
**The Training & Placement Officer,  
Training & Placement Cell,  
NSIT/NSIP.**

Through: The Head of Department.

Sir,  
With due respect, I/We would like to request you to kindly grant me an internship/training letter. The internship/training is a compulsory part of our degree/diploma program. I/We would be strictly following the regulations and disciplines while undergoing the internship/training program. The details are listed below. I/We would be grateful to you for this act of kindness.

Yours faithfully,

	Name of students(s)	Roll Number	Signature
1			
2			
3			
4			
5			

Semester: \_\_\_\_\_ Branch: \_\_\_\_\_ Session: \_\_\_\_\_

No. of training/internship days: \_\_\_\_\_

Organization (with address) where training/internship has to be done: \_\_\_\_\_

\_\_\_\_\_

Post of the Person/Authority to whom the training letter is to be handed over/addressed:

\_\_\_\_\_

\_\_\_\_\_

**Head of Department**

*For office use only:*

Ref. Number: \_\_\_\_\_

Date: \_\_\_\_\_

(office seal)

\_\_\_\_\_  
**TPO, NSIT/NSIP**