

Internship Permission Letter Template

[Date]

To

The Principal

GGDSD College

Sector 32, Chandigarh

Subject: Request for permission to pursue an off-campus internship.

Respected Sir,

I request your kind permission to pursue an off-campus internship at [Company Name], located in [Company City/Location]. I have been selected for the position of an intern in the area of [Your Role, e.g., Software Engineering Intern] for a duration of [Number of hours], starting from [Start Date] to [End Date].

This opportunity will provide me with valuable hands-on industry/organizational experience and enhance my practical skills in [mention 1-2 core skills, e.g., web development / financial analysis].

I assure you that I will maintain my academic responsibilities during this period. I ensure that my attendance and coursework requirements are met as per college regulations and internship guidelines. I will also submit all required internship reports and evaluation certificates upon completion.

I have attached my official internship offer letter and signed MoU for your reference. Kindly grant me the necessary permission.

Thank you for your time, support, and consideration.

Yours Obediently,

[Your Signature]

[Your Name]

[Your Roll Number / Student ID]

[Your Department / Course Name]

[Your Contact Number]

[Your Email Address]