

To

The Head of the Department,
Learning & Development Centre,
Visakhapatnam Steel Plant-RINL,
Visakhapatnam-530031
Andhra Pradesh, India

Sub: Internship / Project Based Training at RINL-VSP-Reg.

Dear Sir/Madam,

With an objective of giving our students an exposure to industrial environment before they complete their course an internship has been made mandatory to get their degrees.

This year we would like to recommend/sponsor a student for internship in your organization who has completed 2nd year of B.E/ B Tech/B.Com/B.Sc/BBA/BA/B.Pharm / 1st year ME/M Tech/MCA/MBA/M.Sc/PGDM/M.Com/MHRM/ (***Please tick the matching one and strike out the other two***)

The details are given below:

Name (Mr/Ms)	Course (UG/PG)	Branch	Average % of Marks obtained till date	Duration of Project / Internship

We request you to accommodate the student in internship/project based training program of your esteemed organization. We also understand that the student will not be eligible for any kind of monetary support from your organization during the training.

We will be thankful to your organization for extending training facilities to our student.

Looking forward to a positive response at the earliest,

Yours,

(Authorized Signatory of the Institute with Stamp and Seal)

Important Note to the applicant:

The scanned copy of the duly filled-in above application in the Institute's letter head to be uploaded by the student during the project registration in PTMS of RINL. The Original letter to be submitted to RINL at the time of joining for project/internship