

Date: .....

To  
The Head  
Department of Metallurgical and Materials Engg. NIT Durgapur

Subject: Application for recommendation certificate for pursuing internship

Dear Sir,

I Mr./ Mrs..... Roll No  
.....currently in .....semester, wants to apply  
for an internship in.....  
..... (Organization name)  
from .....to..... (Copy attached).

I hereby declare that,

- (a) I have not taken any recommendation letter for internship in this specific applied period.
- (b) The period of internship will be within the academic break as per the latest academic calendar of NIT Durgapur.
- (c) I have no backlog subject and any other academic load assigned in the specified internship period.
- (d) For any reason, if the internship period is extended, I will leave the internship and join the academic activities as specified in the academic calendar.
- (e) If I violate any one condition as mentioned in (a-c), my internship will be treated as canceled and the department can take disciplinary action against me.

Kindly issue me one recommendation letter for the same.

With Regards

(Signature of the Student)

Mobile No. :

Institute Email ID: