

To,

Training & Placement Officer

J. P. Institute of Technology

Biyabani, Biharsharif, Nalanda

Subject : Application for issue of **Summer Internship/ Vocational Training-**
Reg

Respected Sir/ Madam,

I am a Student of _____ Semester of _____ Branch,
Class Roll No. _____ & Registration No. _____ willing to
apply for Summer Internship/ Vocational Training in _____
_____ during the forthcoming summer vacations.

Kindly issue formal letter for the purpose.

(_____)
Name of Student