



Kovai Kalaimagal College of Arts and Science



Re- Accredited with 'A' Grade by NAAC
(An Autonomous Institute, Affiliated to Bharathiar University)

Vellimalaipattinam, Narasipuram Post, Thondamuthur Via, Coimbatore - 641 109.

Criterion 1 – Curricular Aspects Key Indicator 1.3-Curriculum Enrichment

Internship/Field Project/Training -Letter Format followed in the Institution

Date:

To

Dear Sir/Madam,

Sub: Internship / Summer Training / Mini-Project to our Student(s)

Name of the student(s):

Branch of study:

Greetings from Kovai Kalaimagal College of Arts and Science

Kovai Kalimagal College of Arts and Science, an Autonomous institution, Re accredited by NAAC with 'A' grade, renders invaluable service in the field of higher education since 1996.

As part of the curriculum and academic fulfillment, our students are required to undergo 2 - 6 weeks internship / summer training / mini-project in an industry/ organization of the same domain to enrich the practical knowledge and exposure during their summer vacation (May/June).

We came across your company while exploring the major organization in our student's field of interest and seems to be the right fit for our students. Moreover working with your esteemed organization would get perfect opportunity to gain hands on experience for our students in their area of interests.

We will be very grateful, If you could accommodate our student(s) in your esteemed organization for an internship / summer training / mini-project respectively.

Sincerely,

Dr _____

Head of the Department of _____

E-mail: _____