

# International Centre for Distance Education and Open Learning,

## H.P. University, Summer Hill, Shimla-5

(NAAC Accredited 'A' Grade University)

Dated:

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To

The Manager (HR)

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**Subject: Request Letter for Industrial Training**

Dear Sir,

On the behalf of university, I wish to submit that as a part of curriculum of MBA programme, there is a provision of mandatory industrial training for a period of eight weeks at the end of the second/ third semester. The main objective of this internship is to orient these budding professionals with the applied aspects of Management by providing them with an opportunity to work with the corporate house of the repute.

In light of the above, one of our student namely Mr./Ms.....Roll No..... has expressed his/her interest to be a part of your prestigious organization for industrial training. Therefore, I recommend this student to your worthy self, to kindly consider and provide him/her with an opportunity to be a part of your prestigious organization as an intern for the period of 08 weeks. We shall be highly grateful if you kindly provide this opportunity to our student for undergoing the mandatory training.

Thanking you in anticipation and soliciting your kind cooperation for the cause of professionalizing management education bridging therorian practice together.

  
Director (ICDEOL) \_\_\_\_\_  
Himachal Pradesh University  
Shimla-171005  
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