

To

The Head of the Department,

Dept. of .....,

Cooch Behar College,

Cooch Behar.

**Sub. : Information regarding Internship**

Sir/Ma'am,

With due respect I like to inform you that I,  
Sri/Smt. ....,  
Roll No.....,  
Registration Number .....,  
mobile number ....., a student of the  
Dept..... shall opt  
for .....  
as internship programme.

Yours obediently,