Subject: Requesting consent to attend internship

Dear Sir,

I am Ruben Wesley, a final year student of Aeronautical Engineering. I have been given an opportunity to attend one month’s internship at Air India Engineering Services Ltd., Hyderabad. I think this will be a good learning experience for me and also give me hands-on training in the field. I have to enrol myself for the internship program on or before the 10th of January, 2022.

I request you to provide me with on duty from 10/01/2022 to 15/02/2022. Kindly do the needful.

Thanking you

Yours sincerely,

Signature

RUBEN WESLEY