

Name:

Enroll no:

Branch:

Date:

To

Subject: Allow to participate in sports week from 20th to 25th March.

Respected sir,

I am _____ enroll no. _____ doing in
internship in _____. I am interested to participate in sports week
held at our institute from the ____ to ____ (____ days). Kindly find NOC of industry i know
that due to this my internship days can increases.

Kindly allow me to participate.

Sign

Guide

HOD