

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
Directorate of Industrial Liaison



F/SOP/DIL01/06/01

To,
The Director
Directorate of Industrial Liaison
NED University of Engineering & Technology

Date _____

Subject: Self Internship letter

_____ (Company Name)

I _____ son/daughter of _____ student of _____ year wish to submit that I have prospects of obtaining an internship on self-basis through the following mentioned reference.

Reference details:

Name:	
Designation:	
Relation:	
Phone (off.)	
Cell No.	
E-mail:	

In this regard I would like to request that I may be provided an official letter from DIL office indicating that I am a current student of NED University and eligible for internship.

I would be most gratified for an expected response in this regard.

Thank you.

Signature of Student

Student details:

Name :	
Discipline / Roll No.	
Phone No./Cell No.	
E-mail:	

Attached following documents:

- 1- University ID Card
- 2- Visiting Card of reference (original)

Signature of Class Advisor/ Chairman