

----- permission letter -----

From Dharti Patel [Change it to your name]
Register or Roll No: _____ ,
III Year CSE,
_____ College of Engineering,
Pune, Maharashtra.

Date: 29 January, 2017

To The Principal,

Sub: Requesting a bonafide certificate needed for my industrial visit for an internship project

Respected sir/madam, I am Dharti Patel studying III year CSE in our college. As I have planned to visit _____ [write the company name that you're going to intern with] during 26th November 2014 to 24th January 2015 for doing my project titled _____ [write the name of your project], I am in need of bonafide certificate from our college. Hence, I kindly request you to grant me the same at the earliest.

Thanking you

Yours obediently,
[Your Signature]

[Your Name]

Pls make the following changes:

1. in the first line itself, after (specifying the name of the course) is currently in the _____ (year) |
2. in the last line The certificate is issued for applying for internship for the duration of _____ (months) from _____ (start date) to _____ (end date)

// kindly note the bonafide certificate has to be signed by principal or by H.O.D.