

<Date>

The Chairperson,

Placement Office for Interns,

Institute of Information Technology,

University of Calicut

Madam,

It gives me great pleasure to let you know that I have completed my internship at <Organization Name> located at <Address>.

I am enclosing my internship report with this letter. The report elaborates on my learning, practical experience, and activities in the organization starting from <Start Date> to <End Date>. Mr. <Name of the Supervisor and Designation> supervised me during my internship period.

Sincerely,

Suman Kumari,

Registration Number-100923

Student of MBA, 7th Semester,

Institute of Business Management

University of Calicut