 **Career Counselling Centre**

**THE UNIVERSITY OF CHAKWAL**

Main Campus, Talagang Road, Chakwal. Tel: 0321-5989739

**No. UOC/CCC/23/ Date:**

**Company Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: Internship Recommendation Letter**

I am writing to you on behalf of the Department of [insert department name] to express my gratitude for the opportunity to submit this letter to your esteemed organization. I sincerely hope that this letter finds you in good health.

The University of Chakwal is a premier institute in North Punjab that provides high-quality education in various disciplines. Our institution is dedicated to serving the industry by producing highly skilled graduates who are well-equipped to tackle present-day challenges.

As part of the completion of their degree, our students are required to undergo an internship program during summer vacations to gain practical exposure. We believe that it would be highly beneficial for our students to experience the culture and systems of your organization through an internship program. A student enrolled in the \_\_\_\_\_\_\_\_\_ department is interested in completing an internship in your organization. We kindly request that you extend all possible help to these students to facilitate their internship.

Please find the details of the student as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name** | **Roll. No** | **Department** | **CNIC** | **Contact. No** |
| 1 |  |  |  |  |  |

Thank you for considering this request. We look forward to your favorable response.

Sincerely,

**Departmental Focal Person for Career Counselling**

**University Of Chakwal**