**** **INSTITUTE OF BUSINESS & INFORMATION TECHNOLOGY**

**University of the Punjab**

==============================================================================

Human Resource Manager

Complete Name of the Company

**SUBJECT: INTERNSHIP LETTER**

Dear Sir/Madam:

The students enrolled in BBIT (Hon.) Program at Institute of Business & Information Technology (IBIT), University of the Punjab, Lahore, are required to undergo an internship of 6-8 weeks in a well-reputed organization. It is an opportunity for students to gain practical knowledge and for organizations to find the best future managers.

We are therefore pleased to refer Student Name (Roll No.), our BBIT (Hon.) student for internship at your reputed organization. We appreciate if you could accommodate our student. Please feel free to contact us for any further queries.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Asim Tanvir

Assistant Professor / Program Coordinator I.T