

To

Secretary General,  
Provincial Assembly of the Punjab  
Lahore.

Subject: **REQUEST FOR INTERNSHIP**

Sir,

It is submitted to your honor that I am a student of BS-4 years/M.phil degree program in \_\_\_\_\_ from \_\_\_\_\_  
\_\_\_\_\_. Six weeks internship is a mandatory part of my degree. Kindly accommodate me in your Secretariat for internship required for degree. The requisite/necessary information is under:-

<b>Name</b>	
<b>Father's Name</b>	
<b>Roll No./Registration No.</b>	
<b>CNIC NO.</b>	
<b>Contact NO.</b>	

2. Necessary permission/recommendation obtained from the HOD concerned is annexed.

**Signature:**\_\_\_\_\_

**Signature & Stamp**  
**Principal/ Head of the Department**

Enclosures:

- Copy of CNIC
- Two Photographs
- Permission/recommendation letter issued by HOD.