

Ref. No. ....

Date: .....

To,

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**Subject: Internship Program.**

**Dear Sir,**

We are pleased to inform you that North Bengal International University, a Government and UGC approved private university in Bangladesh founded by the NBIU trust, has been running with different academic programs since 15 September, 2013. Among the various academic programs, BBA & MBA programs of our Business Studies Faculty are well recognized as practical oriented programs.

As a partial fulfillment of the requirements for BBA program, students need to take part in a 12 weeks internship program in any organization to intensify their practical knowledge on real business situation and assimilate their theoretical knowledge with practical scenario.

We are enclosing a name of student with his/her current CGPA for your kind perusal and consideration. We have proudly selected your well-esteemed organization for internship program of our student and requesting your honor to give him/her opportunity to exercise his/her academic intuition as intern of your office located at ..... from .....

Student Name	ID No.	Current CGPA

**Sincerely**

Head of the Department  
Department of Business Studies  
North Bengal International University  
Rajshahi