

[Organization Name]

[Street Address]

[City, State, ZIP Code]

[Contact Number] | [Email Address]

Date: _____

To,

The Principal,

[Institute Name]

[Institute Address]

Subject: Practical Training Internship Letter for Vocational Courses

Dear Sir/Madam,

This is to certify that **Mr./Ms. [Student Name]**, a student of **[Course Name]** at your esteemed institute, has been offered an internship at **[Organization Name]** for the duration of **[Internship Period]** (from [Start Date] to [End Date]).

During this period, the intern will be assigned practical training tasks relevant to their vocational course. The aim of this internship is to provide the student with hands-on experience and enhance their professional skills in a real-world work environment.

We look forward to your cooperation and support.

Should you have any queries, please feel free to contact us.

Thank you.

Sincerely,

[Name of Authorized Signatory]

[Designation]

[Organization Name]