

<Date>

<Sender Name>

<Sender's Designation>

<University Name and Address>

Re: Submission of Internship Report

Respected Sir,

It gives me immense pleasure to submit my final internship report titled <Title of the Internship Report>. I would also like to add that I did my internship at <Name of Organization>, <Branch Name> at <Address> under your supervision and guidance.

I sincerely feel that the experience and knowledge I gathered during my internship period will prove to be highly useful when I pursue my professional career in the future. I will be greatly obliged if you accept my final internship report for your perusal. I will be also available for any queries you have related to the report.

I will highly appreciate your support in this matter.

Thanking you,

Sincerely,

<Name of the Student>

<Registration Number>

<Batch Detail>

<Department Name>

<University Name>