**To,**

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**Sir,**

**Sri/Smt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a student of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is authorized to meet you in your office during the Vacation of the Institute, to discuss with you the various issues in pursuance of his/her Internship Program which is mandatory as a part of their LL.B. course curriculum.**

**On behalf of the Indian Institute of Legal Studies, I shall be grateful and obliged if your good office will grant access to the student for discussion on all relevant legal issues pertaining to the Internship Programme.**

**I also request you to kindly issue a certificate to the concerned student as an evidence of the visit.**

**Yours sincerely,**

**Course & Sem\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Roll no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Competent Authority with Seal**

**Indian Institute of Legal Studies.**