To,

The Office of Global Engagement,

IIT Madras.

Subject: Letter of Approval for an internship at *[Name of the Host University].*

I, [Name] of [Department]from [Year, Sem], wish to apply for the exchange program at *[Name of the Host University].* My CGPA is [CGPA Score].

- First Name

- Last Name  
- Date of birth  
- Nationality  
- Duration of stay (tentative)  
- Department/Faculty of study at Host institute (faculty/ institute)  
- E-mail

*{Give a short description of the NTU internship so that your faculty advisor and HoD can approve the same}*

Requesting that you kindly approve my nomination and application for this program.

Thanking you,

*{Name and Signature}*

Approved by,

Faculty Advisor Head of Department