

Ref No: _____

Date: _____

To,

The Director
Institute for Systems Studies & Analyses (ISSA)
Defence R&D Organisation (DRDO), Ministry of Defence,
Metcalfe House, Civil Lines
Delhi-110054

Subject: Request for Paid Internship opportunity for a period of six months

Ref: Advertisement No. ISSA/HRD/PAIDINTERNSHIP/2025/01 dated 03/07/2025.

Respected Sir,

We request an internship opportunity for our Final Year B.Tech students / IInd year Post Graduate students for Paid Internship Scheme of DRDO at ISSA, Delhi.

Shri/Ms.....is a bonafide student of this college having enrolment no..... He/She is a meritorious student and is eager to gain practical exposure in the defence related applications through an internship at your esteemed organization.

We request an internship from _____ to _____ (6 months). Below are the details of the student, faculty coordinator and the college / institution:

Student Details:

Name		Course	
College ID Number		Mobile No.	
Permanent Residential Address		Email ID	

Faculty Coordinator Details:

Name of Faculty		Designation	
Department		Contact No.	
Email ID Address		HOD Email ID	

College Details:

College Name		AICTE Permanent ID	
DTE Code		Affiliated to	
Affiliation ID		Email ID	
Contact No.		Fax No	

The college has no objection if he/she joins internship at your organization and is physically present in the establishment. The college will relieve the student to undergo the internship at your establishment.

It is also hereby assured that student will complete full tenure of his/her paid internship.

We believe that this internship will be an excellent opportunity for our student to enhance his/her technical skills. Kindly consider this request and grant the necessary permissions. We assure you of our student's commitment to learning and adherence to all institutional norms.

Thanks, and Regards,

**Signature of Principal /
HOD of College /
Institution With Office Seal.**