

To be printed on college letter head and signed by Principal/HOD/Internship Coordinator

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Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

To

The Director,  
Electronics and Development Establishment (LRDE),  
Defence R&D Organisation, Govt. of India,  
Ministry of Defence, CV Raman Nagar, Bengaluru – 560 093.

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

Respected Sir,

We request an internship opportunity for the following **VII/VIII** semester BE/B.Tech Student / **II** year ME/M.Tech/M.Sc student for **Paid Internship Scheme of DRDO** at LRDE, Bengaluru, who is a bonafide student of our institute.

We request an internship from 1<sup>st</sup> Aug 2025 to 31<sup>st</sup> Jan 2026. Below are the details of the student, faculty coordinator and the college / institution:

**Student Details:**

Name	
Course	
PRN / College ID Number	

**Faculty Coordinator Details:**

Name of Faculty	
Designation	
Department	
Contact No.	
email ID	

**College Details:**

College Name	
AICTE / UGC Permanent ID	
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 at LRDE for a minimum of 15 working days in a month during internship period. The college will relive the student to undergo the internship at your Establishment. We also hereby accept to give the indemnity form as and when required by LRDE, Bengaluru.

It is also hereby assured that student will complete full tenure of his / her paid internship. The student will follow all the rules & regulations of LRDE.

Thanks and Regards,

Signature of Principal/HOD/Internship Coordinator  
With Office Seal.