



29<sup>th</sup> September 2014

**To the HR Director / Manager,**

Sir / Madam,

**PRACTICUM TRAINING, ACADEMIC SESSION 2014/2015**

With regards to the above matter, I would be honoured if you would consider in undertaking \_\_\_\_\_, NRIC \_\_\_\_\_ who is currently enrolled at the School of Management USM, to allow him/her to undertake an internship program at \_\_\_\_\_ from **2<sup>nd</sup> March 2015 – 30<sup>th</sup> June 2015 (4 Months).**

2. Your kind assistance in undertaking the above named student for the internship program will fulfil the requirements for his/her graduation purposes.
3. Your kind consideration to the matter is greatly appreciated.  
Thank you.

*'Delivering Excellence with Soul'*

Yours sincerely,

**[DR. AMIRUL SHAH MD SHAHBUDIN]**  
Deputy Dean  
Students Affairs & Networking

