



29th 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

2nd February 2015 – 31st July 2015 (6 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

