

**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**  
**FACULTY OF MANAGEMENT, SOCIAL SCIENCES & HUMANITIES**  
**REQUEST FORM FOR A LETTER IN SUPPORT OF INTERNSHIP PLACEMENT**

*Please write & tick the relevant field*

Intake	Degree/Stream	
	MTS	
	LM	FIN
		TPM
		SCM
	SS	
	ADSC	
	TESOL	

<b>Name with initials</b>	
<b>Full Name</b>	
<b>Gender</b>	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
<b>Registration No.</b>	
<b>NIC No.</b>	
<b>Contact No.</b>	
<b>Email Address:</b>	
<b>Type of request:</b>	A Common Letter: <input type="checkbox"/> An Address Letter: <input type="checkbox"/>
<b>Name of the place and Address, which you are willing to carry on your internship:</b> (Department, Company, Institute or any other)	
<b>To whom should the letter be addressed:</b> (Name of the person with designation)	
<b>Required date of the letter</b>	

Signature of the applicant :..... Date: .....

Signature of the HoD :..... Date : .....

**Request Recommended By:**

Signature of the Internship :..... Date : .....

Coordinator

**Letter Issued/ Not Issued :**

Signature of the SAR(FMSH) :..... Date : .....