**ST. JOSEPH’S DEGREE & PG COLLEGE**

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle) with B++ Grade

King Koti Road, Hyderabad

To Dt:  
…………………………………………….  
…………………………………………….

Subject: Request for Internship.  
  
Dear Sir/Ma’am,  
  
St. Joseph’s Degree & PG College is a leading autonomous institution in Hyderabad, affiliated to Osmania University.  
  
In partial fulfilment of the Programme, the **BA MCJ** (Mass Communication and Journalism) students are required to do an internship in a reputed organization for a period of **45 days** and submit a project report along with the internship completion certificate.  
  
Hence, we request you to kindly permit and guide ………………………………………………….. of **BA (MCJ) III year** to work as an intern in your esteemed organization.  
  
  
 Thanking you in anticipation.

HoD Principal

Dept of Mass Communication St Joseph’s Degree & PG College

& Journalism