**SAMPLE RECOMMENDATION LETTER**

***(On Institutional Letter Head only, with all Contact details)***

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To

The Director

CSIR-Indian Institute of Chemical Biology

4-Raja S. C. Mullick Road

Kolkata- 700032

(Kind attn: Head, HRG-Academic Affairs)

Sub: Summer Training /Dissertation/Internship request.

Sir,

Mr/Ms ......................................... the student of ................................ course wishes to undertake dissertation / internship at CSIR-IICB in the R & D area of ……………………………………………… of CSIR-IICB. He/she requires to do the training for a period of ........................... months from ………………… to ……………………… .

Mr/Ms.................................... is studying in our university /institute/ college in ........................................... department and bears good moral characters and conduct.

This is to certify that the dissertation is part of his/her course curriculum and will be evaluated by examiners and shall carry the name of the supervising CSIR-IICB Scientist in the submitted dissertation work.

It is our responsibility to protect the confidentiality of the data presented in the dissertation and shall not be published without the written consent of supervising CSIR-IICB Scientist. The student has been adequately informed to strictly abide by the rules–regulations and discipline of your institution.

Thanking you.

Sincerely

Signature

(Name in full & Date)

*[Letters without signature of the recommending authority or without intended period/dates of project/internship will not be considered.]*