**SAMPLE RECOMMENDATION LETTER**

***(On concerned 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)

Sub: Summer Internship program 2025

Sir/Madam,

Mr/Ms ......................................... the student of ................................ course wishes to undertake 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 internship is part of his/her course curriculum. The report submitted by the student after completion of the program shall carry the recommendation of the supervising CSIR-IICB Scientist.

It is our responsibility to protect the confidentiality of the data presented in the report and shall not be published without the written consent of supervising CSIR-IICB Scientist.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 with stamp**

(Name in full & Date)

*[Recommendation Letter must be provided in concerned institute letter head with contact details. Without signature and stamp of the recommending authority Head of the department/ Institute/college or without intended period internship will not be considered.]*