

# Letter of Training Acceptance

**Bachelor of Business Administration (BBA) Honours Degree  
Internship Program  
Faculty of Management and Finance  
University of Ruhuna**

**From:**

.....  
.....  
.....  
.....

To:

Head,  
Department of .....,  
Faculty of Management and Finance,  
University of Ruhuna.

As per the request made by you, we are pleased to inform you that the Internship training for the following student can be provided at our organization. Moreover, I wish to say that the program will be related to the area of specialization of the BBA (Hons) Degree Program of the student.

It is also confirmed that the training program which is to be provided will continue for a minimum period of four-months.

Name : .....  
Signature : .....  
Date : .....

## Details of the Student

Name : Mr/Ms. ....

Reg. No. : MF/2017/.....

Address : .....  
.....

Phone No. : .....

Specializing area: \*(Tick the Appropriate cell)

Accounting and Finance	<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>	Marketing	<input type="checkbox"/>
------------------------	--------------------------	------------------	--------------------------	---------------------------	--------------------------	-----------	--------------------------

## Contact Details of the Training Organization

Name of the Organization : .....

Address : .....  
.....

Phone No. : .....

Fax No. : .....

E-mail : .....