To Whom It May Concern;

All students are required to do internship in accordance with the GTU (Gebze Technical University) Undergraduate Education and Training Regulations and the relevant Internship Directive.

…………………………………… (student ID number …………………..) is a student at the Department of …………………………Engineering and required to complete internship at an institution / organization in his/her field of study.

If ……………………………… is selected to conduct his/her internship in your institution / organization, we need you to send us his/her internship acceptance letter.

Best Regards,

Dean / Vice Dean