

Logo & Name of the institution (preferably on a letterhead of the institution)

Complete address of your institution (including affiliation, contact number & mail id)

Address to:

Director
Central Institute of Psychiatry
Kanke, Ranchi-834006
Jharkhand State

Sub:

Body needs to contain:

1. A brief regarding the requirements of the training/internship/field-work as per the syllabus of the relevant course
2. Hours/days/months duration for the internship along with preferable dates (we may change or modify the dates as per our availability)
3. Details of student(s). We would recommend you to send a single letter mentioning details of all students requiring internship at the same time from your institution.
4. Whether there would be accompanying teacher/professor for supervision.
5. Would certificates be required?
6. Would hostel facilities be required or not. Our hostel facility is subjected to availability and chargeable.

Signature with stamp & seal from

1. Head of the concerned department
2. Head of the institution