

To  
The Regional Director  
IGNOU Regional Centre, Bhubaneswar

Date:

**Subject- Issue of Reference/Introduction Letter for Internship of MAPC Programme**

Sir,

I need to undergo internship for my MAPC Programme with IGNOU. In this context I have selected an institution as per the guidelines on internship provided by IGNOU for MPCE015/MPCE025/MPCE035 (Strike off which is not applicable) internship. My stream is Counseling/Clinical/Organizational Psychology (Strike off which is not applicable). The authorities of the institution have agreed to provide me the facility for internship. However, they need a reference letter from your end in this regard. Kindly provide me a reference letter addressed to the following:

To

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I declare that the eligible Agency Supervisor, as prescribed in the internship guidelines/handbook of the Course, is available in the concerned institution. I understand that only Marks/awards given by the eligible Agency Supervisor will be acceptable to IGNOU.

Yours sincerely,

Student's Signature.....

Student's Name.....

Student's Enrolment No.....

Students' Complete Address with Mobile No. and Email ID.....

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