
APPENDIX – II FORMAT FOR REFERENCE LETTER

Date: _____

To,

Dear Sir/Madam,

This is state that Ms./Mr./Dr. _____,

Enrolment No. _____ is a student of IGNOU and is presently

pursuing MA in Psychology from Regional Centre _____,

Study Centre _____. As a part of MA Psychology programme

he/she has to carry out internship (MPCE 015/MPCE 025/MPCE 035) for 240 hours.

You are requested to kindly provide him/her with permission to undergo internship at

your esteemed organization.

You are also requested to assign one supervisor for the learner under whom the learner will carry our his/her internship. The supervisor will also have to evaluate the learner as per the given criteria.

Yours faithfully,

Academic Counselor/

Programme In charge/

Study Centre Coordinator/

Regional Director