

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**Pilani-333031**

**Department of Pharmacy**  
**Semester I / II, 20\_\_ - \_\_**

Date: \_\_/\_\_/\_\_\_\_

To,  
The Head,  
Dept of Pharmacy,

**Sub: Issue of Recommendation Letter**

Sir,

Myself \_\_\_\_\_ (Name), bona fide student of the Institute since \_\_\_\_\_ (Date of admission) in B. Pharm (Hons) / M. Pharmacy program, request you to issue me the recommendation letter for the purpose of \_\_\_\_\_.

Below are my details:

1. Name and ID No: \_\_\_\_\_
2. Current CGPA: \_\_\_\_\_
3. Proposed area of Higher studies: \_\_\_\_\_

4. Name of University: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_, 5. \_\_\_\_\_

5. On campus courses completed (relevant to proposed area of higher studies) (Include projects, etc.):

Course No & Title	Sem / Year	Name of IC	Grade obtained

6. Off Campus projects completed (relevant to proposed area of higher studies) Ex. Internship/PS-I/PS-II:

Course No & Title	Title of project	Summer term / year	Place of work	Grade obtained

7. Co-curricular activities on campus (Organized by students / Clubs etc):

- a. Name of the activity:
- b. Time / Duration:
- c. Your participation as:
- d. Special achievement, if any:

Thanking You.

Yours Faithfully,  
\_\_\_\_\_ (Sign)