

To,

**Subject :- Request for Vocational Training**

Requested Sir/Ma'am,

Utilization and openness of world market has put India as one of the rising market economy. It is needless to say that engineers form the backbone of organization/industries propelling the industrial growth. Moreover, industry readiness avail for further adaptability and integration of graduates into the system in this context, we have made six weeks training during vacation (summer/winter) compulsory for our students as an academic requirement. Invariably to achieve this, we seek your cooperation and support by permitting our students to get practical exposure and inculcate competency in your esteemed organization.

I am requesting you to grant permit a vocational training to our student. The details of the student is as below:

- 1) Name of the Student:
- 2) Branch:
- 3) ID No:
- 4) Current Semester:
- 5) Duration of Vocational Training: From \_\_\_\_\_ To \_\_\_\_\_

I hope that you will accede to our request for which we will be very grateful to you.

Thanking You in Anticipation.

Your Sincerely,

I/C Training and Placement Cell,  
BVM Engineering College.

Faculty Councilar-