

*Prof. (Dr.) Indrajit Patel*  
Principal



**Birla Vishvakarma Mahavidyalaya**  
**BVM Engineering College**  
**An Autonomous Institution**  
(Managed by Charutar Vidya Mandal)

To,

**Subject:- Request for Vocational Training**

Requested Sir/Ma'am,

Utilization and openness of the world market has put India as one of the rising market economies. It is needless to say that engineers form the backbone of organizations or industries, propelling industrial growth. Moreover, industry readiness allows for further adaptability and integration of graduates into the system. In this context, we have made training during vacation 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 a permit for vocational training to our student. The details of the student are as below:

- Name of the Student:
- Branch:
- ID No:
- Current Semester:
- Duration of Vocational Training:

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

Thanking You in Anticipation.

Your Sincerely,

Training & Placement Officer  
BVM Engineering College.

Faculty Counselor  
BVM Engineering College

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