



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &

Accredited by NBA (B.E - CSE, EEE, ECE, Mech&B.Tech.IT)

COIMBATORE-641 035, TAMIL



Permission Letter For Industrial Visit Writing Tips

Letter to Manager or HR of the Company format

- Introduce your college/school properly.
- State the purpose of the visit.
- Include details like the number of visitors.
- Be polite and formal.

Example 1

From

Date : _____ (date on which the letter is written)

To

Dear Mr./Ms./Mrs. _____ (Name),

Subject: Permission Letter

I am writing this letter on behalf of the _____ (Department) as the _____ (Designation) at _____ (Name of school/college), seeking your permission to conduct an industrial visit to your company, _____ (Name of Company) on _____ (Date), _____ (Day). _____ (Name of School/College) is a well-reputed educational institution in _____ (Location).

There would be _____ (Number of visitors) visitors, including _____ faculty members. Being students of _____ (Subject of study), this visit would help in better understanding of various concepts. The purpose of this visit is _____ (State purpose). We intend to take a round of the entire industry and show the tasks handled in different departments of our students.

Kindly grant us permission for the industrial visit and make necessary arrangements for the same. We look forward to a positive reply from your side.

Thanking You,

Yours Sincerely,

_____ (Name)

Sample Letter 1

The following is a **sample of a Permission Letter for Industrial Visit.**

From

Mr.Salman,
I EEE, The Class Representative
SNS College of Technology
Coimbatore
Date:
To

Grace Simons
General Manager
CKL Industries
Bangalore

Dear Ms. Simons,

Subject: Seeking Permission for IV

I am writing this letter on behalf of the Department of EEE, SNS College of Technology, Coimbatore, seeking your permission to conduct an industrial visit to your company, CKL Industries on 25 May 2025, Friday. SNS College of Technology is a well-reputed educational institution located at in Saravanampatti, famed for its infrastructure, faculty, and alumni. We have produced many prominent individuals in the field.

The group would be of Sixty-two visitors, including two faculty members. Being students of engineering, this visit would help in better understanding of various concepts. The purpose of this visit is to enhance the students' knowledge and provide them with a proper understanding of the functioning of the industry. We intend to take a round of the entire industry and show the tasks handled in different departments of our students.

Kindly grant us permission for the industrial visit and make necessary arrangements for the same. We look forward to a positive reply from your side.

Thanking You,

Yours Sincerely,

Salman/Class Rep

May 20, 2025

Letter seeking permission for in-plant training

20, May, 2025

From

To

HR Manager

Ford India

M.M.Nagar

Kancheepuram District

Dear Sir/Madam

Sub: Permission for undergoing an in-plant training for ten days-reg

I am student of -----studying first year B.TECH- Electronic and Communication Engineering. It is one of the criteria that all engineering students should undergo in- plant training in some industry atleast for a period of four weeks .

The Ford India is my dream company. I wish to undergo practical training under the prestigious hands of your reputed company. This training will boost my confidence and prospects. So I request you to grant my permission to undergo training.

I assure you that I will abide by the rules and regulations stipulated by your office. I am also enclosing a copy of my bonafide certificate.

Anticipating your positive response.

Thanking you,

Yours faithfully,

Salman

Enclosure : A copy of bonafide certificate