



# SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

COIMBATORE-35

DEPARTMENT OF ENGLISH

## PERMISSION LETTER



### 1) Permission letter for Industrial Visit

Imagine that you are the class representative. Draft a letter to Bharat Electronics Limited seeking permission for an industrial visit by your class students. You may specify the purpose of visit, when you want to visit, your expectations, etc. in your letter.

Place

Date

From

Sneha

I ECE C

SNS College of Technology

Coimbatore-35

To

The Director

Bharat Electronics Limited

Jalahalli

Bangalore

Karnataka - 560013

Subject: Permission for an industrial visit by our class.

Sir,

I am a third year B.E., Electrical and Electronics Engineering student of (university name), (place). My classmates and I are very eager to make a visit to your reputed concern and learn more about manufacturing of the products and the functioning of your company. This will also help us in our project work during our final semester. As the student representative of the department, I request you to grant us permission for the industrial visit to your company during the last week of December 2022.

Thanking you

Yours truly,

(Signature)

Name

2) Permission letter for in-plant training

Write a letter to an industry seeking permission for industrial training.

Place

Date

From

Sneha

I ECE C

SNS College of Technology

Coimbatore-35

To

The Manager

Company name

Place

Sub: Permission to undergo implant training.

Sir,

I am a third year B.E., Electronics and Communication Engineering student of (university name), (place), with an interest in learning vehicle security systems. Since I have chosen it as my topic for project work, I wish to undergo practical training this summer vacation from (date) to (date), in your well-recognised factory.

Kindly grant me permission to undergo training in your world renowned company. I assure you that I shall abide by all rules and regulations of your company.

Thanking you

Yours faithfully

(Signature)

Name