



GOVT. POLYTECHNIC...

[Address]

Tel (O), (P), Fax-

E-mail

No/ /IND Tour /2016-17/

To

General Manager

[Name of Company]

Subject: Seeking Permission for Industrial tour.

Ref : [1] Telephonic conversation with General manager.

[2] Name of Dept. and Institute.

Respected Sir

As you may be aware, Government Polytechnic one of the most reputed Institutions in Marathwada and known for its excellent record in academics and co-curricular activities. Our institute offers Diploma course in various branches.

As a part of the outcome/competency based curriculum, the students are required to undertake Industrial Visits to a few industries of repute. We feel it will be fruitful that the students with academic background have a glimpse of the industry in order to have a better appreciation of practical applications of theory.

In the above background, we would like to send a batch of about ...**students** of Branch of III year accompanied by Staff members to visit your esteemed industry preferably on..../2016 .

I request you, to kindly accord the necessary permission for the above visit and arrange for guiding the students. We shall be grateful for a favorable response.

Cooperation in this regards is solicited.

Thanking You,

Yours faithfully,

Principal

Prof [Name of Principal]

Govt Polytechnic.....