

NAME OF POLYTECHNIC

Date :

To

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.....

Subject : Arrangement of Expert Lecture / Seminars .

Ref : Telephonic conversation with

Dear sir mam

With reference to the subject above , I would like to mention that there is major requirement of outcome/competency based syllabus to conduct Seminar/Expert Lectures/ for third year students of Dept .

The name of expert lecture /seminar is which will take place on/.../.....at gymkhana hall fromam/pm toam/pm.

In this regards I would like to request you to be speaker of Expert lecture/Seminar for the said event to share your knowledge with our students .

Your favorable response regarding this request will be highly appreciated.

Thanking you .

Principal

[Name of Institute]

NAME OF POLYTECHNIC

Date :

To

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.....
.....

Letter of Appreciation

Dear sir/mam

Thanks a lot for delivering an informative and thought provoking lecture on “.....” held on/..../2016 at dept of

It was really knowledge imparting session which has exposed to new fields and practices.

All appreciated for your views and ideas on

Looking forward for your timeless cooperation.

Principal

[Name of Institute]