Ref.: Date:

To,

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**Subject:** **Request for 4 Weeks Industrial Training of our student at your Esteemed Organization.**

Dear Sir,

It gives me immense pleasure to introduce School of Diploma Engineering, a unit of GANGA TECHNICAL CAMPUS, BAHADURGARH, as the fastest growing institute in its region imparting quality professional education both in the area of Engineering and Sciences. Institute is approved by AICTE and Affiliated to HSBTE Panchkula. The Curriculum of the Institute requires 4 Weeks Industrial Training program for diploma students in the end of 4th semester.

During the training period, trainee has to work for the assigned project by the industry where he/she joins training and on completion of the said project he/she is required to submit a report along with performance certificate to the institute for his/her evaluation.

Following is the bonafide student at this Institute:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name** | **Branch & Semester** | **Enrollment No.** |
|  |  |  |  |

**We shall be highly grateful to you for your positive gesture.**

Thanking you,

Head