



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
An Autonomous Institution



Accredited by NBA – AICTE and Accredited by NAAC – UGC
with 'A+' Grade

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

DEPARTMENT OF ENGLISH

19ENB101- COMMUNICATIVE ENGLISH
I year / I SEMESTER

UNIT 3: Writing

TOPIC: PERMISSION
LETTER



WHAT IS PERMISSION LETTER?

- *A permission letter is an official formal letter written to higher authorities in order to seek permission*
- *A permission letter should be written in a polite tone*



FORMAT



PERMISSION LETTER FOR INDUSTRIAL VISIT

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,

Subject: Permission Letter

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

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 1:



Permission letter for Industrial visit

From

Dr.S.Parvathi
Assistant Professor
SNS College of Technology
Coimbatore

Date:

To

Grace Simons
General Manager
CKL Industries
Bangalore

Dear Ms. Simons,

Subject: Permission Letter

I am writing this letter on behalf of the Department of AAC at SNS College of Technology, Coimbatore, seeking your permission to visit your company, CKL Industries on 25 November 2019, Friday. SNS College of Technology is a well-reputed educational institution located at Saravanampatti, famed for its infrastructure, faculty, and alumni. We have produced many prominent individuals in the field.

The group would be of thirty-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,

Dr.S.Parvathi/AP/English



FORMAT



LETTER SEEKING PERMISSION FOR IN-PLANT TRAINING

From

To

HR Manager of 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 Infosys is my dream company . I wish to undergo practical training under the presitigious 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,

Enclosure : A copy of bonafide certificate



REFERENCE

<https://youtu.be/8o4Xzk7Bjfw>