



## 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 Letter 1

The following is a sample of a 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 for IV visit

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 student's 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

Wednesday, January 14, 2024

Letter seeking permission for in-plant training

14th January 2024

From

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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 at least for a period of four weeks.

The Infosys is my dream company . I wish to undergo practical training under the prestigious 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

From

01st November 2019

Shanthi

B.E. II yr

SNS College of Technology

Saravanampatti

To

The Principal

SNS College of Technology

Saravanampatti

Respected Sir,

Sub: Bonafide Certificate – Regarding

I, J. Shanthi, Daughter of N. Jagadish, Studying B.E. II year in your esteemed college, need a bonafide certificate to undergo inplant training in Mahindra & Sons. So, I kindly request you to issue me a bonafide certificate.

Thanking you,

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Yours truly,

(Your Signature)