

Industrial Visit (IV) Request Letter to college

To,
The Principal
Mar Baselios Institute of Technology and Science
..... [DATE]

From,
..... [Student IV Coordinator]
..... [Semester & Department]
..... [Student's Batch Year]
Mar Baselios Institute of Technology and Science

Subject: Request to sanction IV

Respected Sir/Madam,

With due respect my name is [Student Name] from
..... [Semester & Department], having university register number
.....

We are writing this letter to request permission for our class to go for an IV at
..... [Company Name], [Place],
..... [State].

Period of IV: From [Departure Date] to [Arrival Date].

On behalf of all students in my class, I assure you that we will follow the IV guidelines insisted by the university and prior approval from the DTE will be taken after getting sanction from the college.

Name	Signature with Date
Student IV Coordinator	
Accompanying Faculties	
Faculty Advisor	

IIPC Department Coordinator	
Recommended by HOD	
Principal with Seal	

For IIPC Office Use

COMPANY NAME & LOCATION	CONTACT PERSON	CONTACT NUMBER