No: [EE office will insert this]

Dated: [EE office will insert this]

[Name]

[Designation]  
[Organisation]

Subject: Details of student for PSIEE805 Industrial Training & Viva

Sir/Madam,

The below-mentioned student wants to undertake his/her industrial training in your organization in the winter vacations. Please allow him/her to do so.

| 1 | Name |  |
| --- | --- | --- |
| 2 | Father’s Name |  |
| 3 | Permanent address as per aadhaar |  |
| 4 | Present semester |  |
| 5 | Full enrollment number |  |
| 6 | Batch |  |
| 7 | Whether all dues are cleared up to the issuance of this document? [To be answered by EE office] |  |

Regards,

(Mohd Aarish Shaheen)

Coordinator