



Ref. No. T&P/2026/.....

Dated:.....

To

Subject: - Request for ____ Months /Days/Hours Industrial Training of B.VOC ____ Students .

Dear Sir/Madam,

I am a B.Voc ____ student of Ramgarhia Institute of Engg. & Tech., Phagwara, which has been imparting technical education since 2003. Over the years it has emerged as one of the most prestigious institute of North India.

Our college is conducting B.tech courses in three disciplines i.e. CSE, Mech. & Civil . M.Tech. courses in CSE, and Production Engg. , Civil Engg. for meeting the research requirements of the technical fields. In addition to these courses RIET is also offering MBA, MCA, BCA, B.COM, B.Voc programs. As per the B.Voc ____ course curriculum of the I.K. Gujral Punjab Technical University. I have to undergo Industrial Training, of ____ months/Days/Hours after completion of ____ semester of my course of study, to fulfill the partial requirements for completion of my B.Voc ____ Programme. Hence, I request you to kindly permit me to undergo Industrial Training in your esteemed organization during the period from ____ to ____.

I shall be highly obliged.

Signature _____

Name: _____ University Roll No.: _____ Class. Roll No.: _____

Course _____ Contact No.: _____ E-mail ID: _____

Departmental Use only:Recommended by: HOD/Departmental Training Incharge

Department: _____ Name: _____ Signature: _____

Forwarded for kind consideration of the student's request to authorized representative of the Industry.

Seal & Signature

Training & Placement Officer

RIET, Phagwara