



# GOVERNMENT POLYTECHNIC KHARSAWAN – 833101

(Dept. of Higher, Technical Education & Skill Development, Govt. of Jharkhand, Ranchi)

Website – [www.gpkharsawan.in](http://www.gpkharsawan.in)

E-mail Id – [gpkharsawa@rediffmail.com](mailto:gpkharsawa@rediffmail.com)

AICTE Permanent ID – 1-487472261

Letter No.- 261

Date – 16/10/20

From - Principal  
Govt. Polytechnic, Kharsawan

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject – Request for 4 Weeks Industrial Training of our student at your Esteemed Organization.**

Sir/Mam

Our pursuit of academic excellence would be impossible without the support of esteemed organization such as yours that complements the students theoretical knowledge with practical exposure. Together we share the responsibility of their development. It will be matter of honor for our students to get opportunity for insutrial training/In plant training at your organization. Irequest your kindself to accommodate the following students for project/practical training in your organization for a duration of 4 weeks from date \_\_\_\_\_ to \_\_\_\_\_ along with effective supervision of the training during this training. I also request you to please send me a training completion certificate in the enclosed formate at the completion of this training. The institute would be highly obliged for the interest and cooperation extended by you toward this noble cause of strengthening the technical education.

Thank you very much!

## PARTICULARS OF THE STUDENTS

1. NAME: \_\_\_\_\_
2. BRANCH: \_\_\_\_\_ REGISTRATION NO.: \_\_\_\_\_
3. ADDRESS: \_\_\_\_\_
4. MOBILE NO.: \_\_\_\_\_
5. EMAIL ID: \_\_\_\_\_

Principal  
Government Polytechnic, Kharsawan