



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

(A statutory Technical University of Jammu & Kashmir Legislature)

Katra, Jammu & Kashmir Pin-182320

Tel. No.-+ (91) 01991 285-524,535,634,699 Fax: 285-573, 694

Website: www.smvdu.ac.in, E-mail: crsrd@smvdu.ac.in

To

Subject: - **Industrial Training-2017**

Dear Sir,

With due respect, I have to state that, I am a student of MBA/MBA(BE)..... Semester at Shri Mata Vaishno Devi University, Katra Jammu & Kashmir. I have to undergo a practical Industrial Training for a period of 8 weeks in some industrial organization like yours.

I am very much interested to have my industrial training in your esteemed organization. I shall be very thankful to you, if you could kindly permit me to undergo the said training in your organization and issue me permission letter with a copy to the Training & Placement Officer, Shri Mata Vaishno Devi University, Katra Jammu & Kashmir. I assure you that, I shall abide by all the rules and regulations of your organization.

Thanking You.

Yours faithfully,

Date: -

Signature.....
Name
Roll No.
Year/ Semester.....
Course

Verification

It is certified that Mr. /Ms.S/D of..... is a bonafide student of Shri Mata Vaishno Devi University under Roll No.semester..... Branchofdegree. As per academic curriculum he/she is required to undergo an industrial training of eight weeks.

Yours Faithfully

SMVDU/T&P/ IT16/MGT/

Date:

Fast Track Postal Address: Shri Mata Vaishno Devi University

Public Relation Office (PRO)

Satya Bhawan, 67 B/B, Gandhi Nagar,

Jammu-180004 (J&K)