

Formal Permission Letter for Industrial Visit

Subject: Request for Permission to Conduct Industrial Visit

Dear Sir/Madam,

I am writing on behalf of [Institution/College Name] to formally request permission for our students to conduct an industrial visit to your esteemed organization. This visit is intended to provide our students with practical exposure to industrial operations and enhance their academic learning.

We would like to propose [Proposed Date] as the date of the visit, with approximately [Number of Students] students accompanied by [Number of Faculty] faculty members. We assure you that all necessary guidelines, safety protocols, and discipline will be strictly maintained during the visit.

Kindly grant us permission to conduct this visit. We will be grateful for your positive response.

Yours sincerely,

[Your Name]

[Designation]

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