

Official College-to-Company Permission Letter

Subject: Permission to Visit [Company Name]

Dear [Company Representative's Name],

With great respect, I request your permission to allow the students of [College/University Name] to visit your organization on [Proposed Date]. The purpose of this visit is to give our students an opportunity to witness firsthand the functioning of your industry and understand its practical aspects.

A group of [Number] students from [Department Name], along with [Number] faculty members, will participate in this visit. We will comply with all regulations and cooperate fully with your team to make the visit smooth.

Kindly consider our request and grant us permission for this educational activity.

Sincerely,

[Principal/Head of Department Name]

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