

Preliminary Permission Letter for Industrial Visit

Subject: Seeking Preliminary Approval for Industrial Visit

Dear [Recipient's Name],

We are in the process of planning an industrial visit for our students of [Department/Program] and would like to seek your preliminary approval before finalizing the arrangements. We are considering [Company/Industry Name] as the preferred destination for this educational trip.

The tentative date is [Date], and around [Number] students will be participating. Upon your consent, we will provide a detailed schedule and list of participants.

Kindly let us know if this proposal is agreeable so we may proceed with further arrangements.

Regards,

[Your Name]

[Designation]

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