

Formal Government Approval Letter for Industrial Visit

Subject: Request for Government Approval of Industrial Visit

Dear [Official's Name],

I am writing to request official approval for the students of [Institution Name] to conduct an industrial visit to [Company/Industry Name] on [Date]. This visit is part of our academic curriculum and is intended to provide practical exposure.

Approximately [Number] students and [Number] faculty members will participate. We seek your kind authorization to proceed with this visit and assure strict adherence to all regulatory guidelines.

Thank you for your support in promoting industry-academia interaction.

Respectfully,

[Principal's Name]

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