



# VIDYA RATTAN POLYTECHNIC

LEHRA-SUNAM ROAD, KHOKHAR (SANGRUR)-148030

Approved by AICTE, NEW DELHI & DTE, PUNJAB.

Affiliated to PSBTE & IT, CHANDIGARH.



Two Step..... *ਸੋਚੋ, ਕਰੋ, ਪੂਰਾ ਕਰੋ*

Ref. No. VRP/TPO/..... /.....

Dated: .....

To

.....  
.....  
.....

Subject: - **Request for industrial training for six (6) weeks.**

Sir,

It is for your kind information that Mr. /Ms. ....  
S/D/o. ....Board Registration No.....of  
Semester.....is student of Diploma.....Engg. At Vidya  
Rattan Polytechnic, Khokhar. This college is affiliated to PSBTE & IT Chandigarh.

For the partial fulfillment of diploma, the students are required to undergo six (6) weeks industrial training after fourth semester examinations. This will not only enhance their technical knowledge but also help them in serving the industry more efficiently and effectively.

We shall be highly obliged if you can accommodate the aforesaid student in your esteemed organization for training of six (6) weeks starting from..... It is confirmed that while undergoing practical training, the student will confirm to the rules of your organization and will be subject to the order and disciplinary of your esteemed organization.

Any other information required shall be promptly furnished. Anticipating a positive response.

With Regards  
(Training & Placement Officer)  
V.R.P. Khokhar (Lehragaga)

E-mail : tpovrpkhokhar @yahoo.com