

The Training & Placement Officer
Seth Jai Parkash Polytechnic
Damla

Subject: Request to issue Training letter

Sir

This is to request you that I _____ Father/Mother/Guardian
of _____ (Student name), of _____
Engg (Branch) Roll no _____ require training letter for the Six weeks
training in _____ (Company Name)

I assure you that my ward will follow all the norms and code of conduct of the company &
will sincerely complete the training. Furthermore, we will make all the arrangements
(Boarding & Lodging) at our own level and the college shall not take any responsibility.

Kindly issue training letter.

Thanking You

(Signature of Father/Mother/Guardian)

(Signature of Student)

Name: _____

Student Name: _____

Parent Mobile No: _____

Mobile No: _____

Rollno: _____