

Ref: VCA/IIIC/**19-20/** Date:

To

The Manager

HR Department

Name of the Industry

Address

Dear Sir/Madam

Sub: Industrial training for B.Arch students

As a part of our academic curriculum, Industrial training is mandatory for

B.Arch students. The following final year students of this institution are

interested to undergo Industrial Training at your esteemed organization during

the period from -------- to --------. So, permission may be given for the

training programme, subject to the rules of the company.

I assure that the students will abide by all the rules and regulations stipulated by

your organization.

Name of the students Branch of study

1. Mr. Christopher C O B.Arch

Thanking you,

Yours faithfully,

Ar.Anish.C.S Ar.Shereef.T.P

Principal Head of the Department

**Chair person**

Ar.Anish.C.S

PRINCIPAL

**Coordinator**

Ar.Shereef.T.P

Head of the Department