



[On Institute Letterhead]

Date: _____

To

[Recipient's Name]
[Designation]
[Organization / Institute Name]
[Address]

Sub : Request for In-Plant Training / Internship / Academic Attachment – PG Students – reg.

Sir / Madam,

The National Institute of Technology, Tiruchirappalli (formerly Regional Engineering College) offers various postgraduate (PG) programmes across multiple disciplines. As part of the curriculum, students are required to undergo in-plant training, internship, or academic attachment after their second semester to gain practical exposure and enhance their academic learning.

Mr./ Ms. _____ (Roll No: _____) is a bonafide student of this institute, currently pursuing a _____ (*PG Programme Name*) in the Department of _____. He / She is interested in undertaking in-plant training, internship, or academic attachment at your esteemed industry / organization / institute. This opportunity would be invaluable in helping him / her understand the processes, equipment, research methodologies, and relevant technologies in your field.

I kindly request you to grant permission for Mr./Ms. _____ to undergo in-plant training / internship / academic attachment at your organization / institute from _____ to _____. The data collected during the training will be used solely for academic and research purposes, and upon completion, a copy of the report will be submitted to your organization/institute along with the proposed strategies.

Your support and cooperation in this regard would be highly appreciated.

Thanking you.

Sincerely,

[Your Name]
[Your Designation]
National Institute of Technology, Tiruchirappalli
[Contact Information]