

Date: 2nd June 19

To,
The Head of Department,
Geology and Geophysics,
IIT Kharagpur.

Subject: Seeking consent for the summer training course in CCL.

Respected Sir,

I want to do a few weeks of vocational summer training course in Central Coalfields Limited (CCL) Ranchi Headquarter.

Therefore, I request you to grant me permission for the same for which i shall be ever faithful.

Yours truly,

Kumar Aniket Ranjan
2nd year Undergraduate
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Department of Geology and Geophysics