



## DEPARTMENT OF TRAINING & PLACEMENT

Date:

Ref. No. : JGI/TRAINING/2025-26/

To

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**Sub: Application for Training/Internship**

Dear Sir / Madam,

It gives me an immense pleasure to write this letter of request regarding the training for ..... days from ..... of the below mentioned student from the Department of .....

Name of Student	:
Course/Year	:
Roll.No.	:
Email	:
Contact No.	:
Date of Training	:

Our student has good command on theoretical concepts however they need an exposure to a platform where they can explore their true potential. Your prestigious organization is an ideal place that will definitely groom his/her professionally and enhance their skills.

It would be really grateful if you can consider this request and grant him/her the permission to work in your prestigious organization.

With Regards and Thanks,

**Yours truly**

**Training Coordinator**

**Dept.:**

**JIET, Jodhpur**