



इंस्टीट्यूट ऑफ इंजीनियरिंग एण्ड टेक्नोलॉजी
INSTITUTE OF ENGINEERING AND TECHNOLOGY

सीतापुर रोड, लखनऊ – 226021 (उ०प्र०) भारत
SITAPUR ROAD, LUCKNOW -226021 (U.P.)INDIA

Ref: IET/TNP/

DATE:

To,

Subject: _____ training for __ year _____ Student.

Respected Sir,

This is to inform you that, I _____, __ year student pursuing _____ in _____
_____ at Institute of Engineering and Technology, Lucknow.

As per the requirement of curriculum and for gaining practical knowledge I should undergo __ month training
during _____ normally between _____ to _____.

I am very keen to take the said training in your esteemed institute.

I shall be very grateful and obliged if you could kindly consider my application for training which is duly
recommended and forwarded by the competent authority of the institute.

Thanking you

Yours Faithfully,

Institute of Engineering and Technology,
Lucknow (U.P.) -226021

Email: _____

Contact: _____

Recommended by:

(Dr. Arun Kumar Tiwari)
Incharge, Training and placement
Institute of Engineering and Technology,
Lucknow (U.P.) -226021

Website: www.ietlucknow.ac.in

Telephone No. : +91-522-2361692 Fax No. : +91-522-2361631



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Ref: IET/TNP

DATE:

To,
HR
Diesel Locomotive Works,
Varanasi, U.P.

Sample Format

Subject: Summer training for 5th year B.Tech Student.

Respected Sir,

This is to inform you that, I **Nitish Kumar, 5th year** student pursuing **B.Tech in Mechanical engineering** at Institute of Engineering and Technology, Lucknow.

As per the requirement of curriculum and for gaining practical knowledge I should undergo one month training during summer vacations normally between June to July.

I am very keen to take the said training in your esteemed institute.

I shall be very grateful and obliged if you could kindly consider my application for training which is duly recommended and forwarded by the competent authority of the institute.

Thanking you

Yours Faithfully,

Nitish Kumar
B.Tech 5th Year
Mechanical Engineering
Institute of Engineering and Technology,
Lucknow (U.P.) -226021
Email: abc@gmail.com
Contact: +91 9987654321

Recommended by:

(Dr. Arun Kumar Tiwari)
Incharge, Training and placement
Institute of Engineering and Technology,
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