



श्रीमता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

(A statutory Technical University of Jammu & Kashmir Legislature)

Katra, Jammu & Kashmir Pin-182320

Tel. No.-+ (91) 01991 285-524,535,634,699 Fax: 285-573, 694

Website: www.smvdu.ac.in, E-mail: crsrd@smvdu.ac.in

To

Subject: Summer Training Request Letter

Dear Sir/Madam,

With due respect, I have to state that, I am a student of B.Tech./M.Tech./MBA/M.Sc.....Semester.....branch/specialization..... at Shri Mata Vaishno Devi University, Katra Jammu & Kashmir.

I am very much interested to have my summer training from.....to.....in your esteemed organization. I shall be very thankful to you, if you could kindly permit me to undergo the said training in your organization and issue me permission letter with a copy to the Placement Officer, Shri Mata Vaishno Devi University, Katra Jammu & Kashmir.

I assure you that, I shall abide by all the rules and regulations of your organization.

Thanking You.

Yours faithfully,

Date: -

Signature.....

Name

Roll No.

Year/ Semester.....

Course

Verification

It is certified that Mr./Ms.S/D of..... is a bonafide student of Shri Mata Vaishno Devi University under Roll No.semester..... Branchofdegree.

Yours Faithfully

SMVDU/T&P/ST/

Date: -

Fast Track Postal Address: **Shri Mata Vaishno Devi University**

Public Relation Office (PRO)

Saraswati Dham, Rail Head Complex, Jammu - 180012