



DEPARTMENT OF TRAINING & PLACEMENT
RAMGARHIA INSTITUTE OF ENGG. & TECH.

REC Complex, Satnampura, Phagwara, 144402, Punjab, INDIA
(APPROVED BY AICTE, NEW DELHI & AFFILIATED TO I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY)
 Ph No.: +91-1824-220781 Website : www.riet.ac.in Email : jobs@riet.ac.in

Ref. No. T&P/2018/6W.....

Dated:.....

To

Subject: - Request for Software Training of B.Tech _____ Students .

Dear Sir/Madam,

I am a B.Tech _____ student of Ramgarhia Institute of Engg. & Tech., Phagwara, which has been imparting technical education since 2003. Over the years it has emerged as one of the most prestigious institute of North India.

Our college is conducting B.Tech courses in three disciplines i.e. CSE, Mech. & Civil . M.Tech. courses in CSE, and Production Engg. , Civil Engg. for meeting the research requirements of the technical fields. In addition to these courses RIET is also offering MBA, MCA, BCA, B.COM programs. As per the B.Tech _____ course curriculum of the I.K. Gujral Punjab Technical University. I have to undergo Software Training, after completion of 7th semester of my course of study, to fulfill the partial requirements for completion of my B.Tech Degree Programme. Hence, I request you to kindly permit me to undergo Software Training in your esteemed organization during the period from _____ to _____.

I shall be highly obliged.

Signature _____

Name: _____ University Roll No.: _____ Class. Roll No.: _____

Course _____ Contact No.: _____ E-mail ID: _____

Departmental Use only:

Recommended by: HOD/Departmental Training Incharge

Department: _____ Name: _____ Signature: _____

Forwarded for kind consideration of the student's request to authorized representative of the Industry.

Seal & Signature
 Training & Placement Officer
 RIET, Phagwara