



Matu Ram Institute of Engineering & Management, Rohtak

Approved by A.I.C.T.E & Affiliated to M.D. University, Rohtak (Haryana)

MANAGED BY: JAT EDUCATION SOCIETY (ESTD.1914)

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Tel: +91-1262-292585 Mobile: 09992000181

Ref. No.:

Dated:

To

Office-in-charge (HRD/Personnel)

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Sub: Industrial Training/ Institutional Project Work

Sir/Madam

With due respect, it is submitted that I am a student of _____ at MRIEM, Rohtak. As a part of degree course after appearing in the _____ semester examination, each student has to undergo Industrial Training / Institutional Project Work for a period of _____ during _____ and to complete a project work on the subject assigned by the organization.

You are requested to give me chance to undergo the above said training and project work in your reputed organization. Please convey your acceptance directly to the Training and Placement Officer, MRIEM, Rohtak -124001 (Haryana) and a copy to the undersigned. I assure you that I shall abide by the rules and regulation of your esteemed organization.

Thanking you

Yours Faithfully

Signature _____

Name _____

Roll No. / Year _____

Course/ Branch _____

Dear Sir/ Madam

Please give an appointment to the candidate assign him/her a project for the Industrial Training. We would be obliged if you kindly allot a seat to the candidate and may like to give stipend for the training period. Kindly mention Roll no., Name and Branch of the student in your acceptance letter.

It is certified that Mr. /Ms. _____ S/o / D/o _____ Roll No. _____

Course/ Branch _____ is a bonafide student of MRIEM, Rohtak-124001(Haryana).

With warm regards,

Training and Placement Officer

MRIEM, Rohtak