



SNS COLLEGE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
COIMBATORE-35



PERMISSION LETTER

A formal letter is written in a formal language and no informal or friendly language is used here.

Elements/Parts of a Formal Letter:

1. Always start with the **date, place**
2. **Sender's address**
3. **Receiver's address**
4. **Subject** - It is a statement which indicates the purpose of the letter. It should be written in a single line.
5. **Salutation** like Dear/Respected Sir
6. **Body of the letter** – divide into 3 paragraphs.
 - The first paragraph should be aimed at introducing yourself and stating the purpose of your letter.
 - The second paragraph should furnish all the information.
 - The third paragraph can be a concluding paragraph where you lay out your expectations regarding the matter.
7. close the letter - Use a complimentary closing like **'Yours faithfully', 'Yours sincerely'**
8. Add your **signature and Name**

Example 1

Imagine that you are a student in third year, Mechanical Engineering. You like to go for In Plant training for 2 weeks in Ford India Ltd. Write a letter to Human Resources Department seeking permission for practical training.

10.03.2024

Coimbatore

Your Name

College Name

Address & Pincode

The Manager

Human Resource Department

Ford India Ltd

Chennai – 600007

Respected Sir,

Sub: Requisition for Practical Training

I am a student doing third year in the Mechanical Department at SNS College of Technology. As per our college norms, I have to undergo in plant training for a period of 2 weeks.

Ford Company is my dream company. I wish to undergo practical training in your company for a period of two weeks. The training under your reputed company will boost my confidence and prospects. So, I request you to grant permission to undergo training.

I assure you that I will follow the rules and regulations of your office. I'm anticipating/waiting for your positive response.

Thanking You

Yours Faithfully

signature

(Name)

Example 2

As a class representative write a letter to the manager of BMW India Ltd, seeking permission for Industrial Visit.

10.03.2024

Coimbatore

Your Name

College Name

Address & Pin code

The Manager

BMW India Ltd

Chennai – 600007

Respected Sir,

Subject: Permission Letter for Industrial Visit

I am writing this letter on behalf of the Department of Civil Engineering at SNS College of Technology, Coimbatore, seeking your permission to visit your company, BMW India Ltd, on 25th March 2024, Monday.

The group would be of fifty visitors, including two faculty members. The purpose of this visit is to enhance the student's knowledge and provide them with a proper understanding of the functioning of the industry. We intend to take a round of the entire industry and show the tasks handled in different departments of our students. This visit will be highly helpful for our career growth also. Kindly grant us permission for the industrial visit. I enclose the bonafide certificate for further reference. We look forward to a positive reply from your side.

Thanking you

Yours Faithfully

signature

(Name)