



School of Information Technology
Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi – 110403
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R. Rama Kishore
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Ref. No. : SIT/IPU/20... /....

Date :.....

To

Sub. : Request for Training for student (<Branch Name>)

Dear Sir,

Guru Gobind Singh Indraprastha University is a dynamic, growth-oriented University established by the Government of Delhi in the year 1998. The School Of Information Technology has been established at this university to impart quality IT Education to students in order to keep pace with the latest trends of this fast emerging and changing field of Information Technology.

As a part of pursuing (<Branch Name>) Course which is a (<Duration of Course >) course, the entry to which is through a national level entrance exam from which the top forty students are selected, all students have to undertake training of (<Training Period>)duration commencing from (<Starting Date of Training>). After completion of the training the students are required to submit the work done in the form of a Project Report. During the training, the students are expected to have a first hand knowledge of Company's/ organization's profile, ongoing activities and forthcoming projects.

The Company / Organization can assign students specified projects if so desired for the study analysis and implementation. The subsequent project reports shall be submitted to the University and also to the concerned Organization at the end of the training.

The Institute would appreciate if you could impart Training to (<Name>)(< Roll No.>) for (<Duration of Training>) beginning (<Starting Date of training>)in your esteemed organization.

Thanking you,

Yours sincerely

Mr. R. Rama Kishore.
(Training & Placement Officer)