

Date:

To

The Principal

Mirpur Polytechnic Institute

Mukto Bangla Complex (5th Floor),

Mirpur-1, Dhaka-1216

Subject: **Regarding 12 weeks Industrial Training Program**

(.....).

Sir,

With due respect and humble to state that, I am a student/ we are the students of MPI highly interested to go for industrial training at(The name of training taking organization).

So, I/we therefore pray and hope that, your honor would be kind to consider me/us at the determined reputed organization so that will have to ever-grateful to you and the authority.

Yours obediently

(All information as per SSC/equivalent certificate with Capital Letter)

Name :

Technology :

Semester :

Roll No. :

Reg. No. :

Session :

Mobile No. :

N.B.: Enclosed the visiting card of the determined organization as well as picture 02 (two) copies (stamp size) also.