**To**

**The Principal**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

**Date: [DD/MM/YYYY]**

**Subject: Request for Approval for Industrial Visit**

**Respected Sir/Madam,**

We, the students of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_ semester, are writing to seek your approval for an industrial visit to [Name of the Industry/Company]. This visit is planned as part of our curriculum to enhance our practical knowledge and understanding of the industry.

The visit is proposed to take place on [proposed date]. The purpose of this visit is to provide us with valuable insights into the workings of [specific area of interest related to the industry]. We believe this experience will greatly benefit our academic and professional growth.

We kindly request your approval for this visit and any necessary permissions required. We also request the college's support in coordinating with the industry for this visit.

Thank you for considering our request.

**Sincerely,**

**[Name of Student Representative]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mobile number of student :