

# Pre-Departure Notice for Industrial Visit

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that you are scheduled to participate in the upcoming industrial visit to [Company/Organization Name] on [Date of Visit]. This visit aims to enhance your practical understanding of [related field/industry].

## Details of the Visit:

- **Date:** [Insert Date]
- **Departure Time:** [Insert Time]
- **Meeting Point:** [Insert Location]
- **Duration:** [Insert Duration]
- **Contact Person:** [Insert Contact Name and Number]

## Preparation:

Please ensure you bring the following items:

- Identification card
- Notebook and pen
- Comfortable clothing and footwear

We look forward to an enriching experience that will complement your studies. Should you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Department/Faculty Name]

[University Name]

[Contact Information]