

University Industrial Visit Request

Date: [Insert Date]

To: [Recipient Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

We are [Your University Name], a leading institution dedicated to providing our students with practical insights and experiences in their respective fields of study. We aim to enrich our students' education and enhance their understanding of industry practices.

We would like to request your esteemed organization to host an industrial visit for our students on [Proposed Date]. This visit will enable our students to learn about [specific topics or areas of interest] and understand the operations within your organization.

We expect approximately [number] students and [number] faculty members to attend the visit. We would be grateful if you could accommodate us and provide a tour of your facilities, along with a presentation on your company's operations.

Thank you for considering our request. We believe this visit will be an invaluable opportunity for our students, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your University Name]

[Your Contact Information]