Ref. No:……………………….…..   Date: …………………………

To

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Sir/Madam,

We take this opportunity to introduce to you Panjab University Swami Sarvanand Giri Regional Centre, Hoshiarpur, a regional campus of prestigious, Five Star accredited Panjab University, Chandigarh.

Department of Computer Science & Applications, a constituent department, of Panjab University SSG Regional Centre offers MCA   (Master of Computer Applications). We boast an extremely good infrastructure & a highly qualified faculty. Since practical training is equal in importance to theoretical foundation, the course curriculum is so designed that the students get exposure to practical aspects related to various fields of computer science.

As a part of curriculum, students must undergo 20 – 24 weeks industrial training in an organization. This training is after 5th semester.

We recommend our student _____ who is at present in MCA 5th semester, to undergo industrial training in your esteemed organization in his/her 6th semester for the period of 20-24 weeks in the month of Jan- July 2018. We would very much appreciate if our student can be accommodated for the respective training in our organization.

Our student is sincere & hardworking & we are sure that the student would put his/her best efforts during the training period.

Looking forward for a confirmation of training from your side.

Thanking You in Anticipation.

Yours Sincerely

Training Officer