

Letter format for approaching T&P Office

Date: __ / __ / __

Place: Basar

To,

Training & Placement Office,
RGUKT, Basar.

Ref. No.

(for office use)

Sir/Ma'am,

Sub: Reg. _____

I am a student enrolled in the Department of _____, bearing Roll No/ID No as _____.

Problem Statement:

Obediently / Sincerely

Signature:

ID No.:

Name(Capital letters):

Class Room No: AB-I /AB-II _____.

Year: E1/ E2/ E3/ E4, Branch:

Attachments (if any):

Forwarded from Dept. Faculty Rep. /HOD

Comments:

Acknowledgment from TP Cell.

Comments:

FIC/ TPO/ Staff

Note:

1. **All the letters must be written in A4 White sheets with proper format as mentioned above.**
2. **All the request letters/approval letters/ recommendation letters should be submitted to office before 5 PM on working days only.**
3. **Without the comments from Dept. Faculty Rep./HoD, the letters will not be entertained.**
4. **The escalation route and time frame is hereby defined as: TPO executive team (2 working days) to TPO/FIC (2+2 days) to Professor (2+2+2) days.**