

Date: \_\_\_\_\_

To,  
The Training & Placement Officer,  
RCERT, Chandrapur

Subject: Application for issue of vocational training letters

R/Sir,

I/We am/are student(s) of \_\_\_\_\_ semester of \_\_\_\_\_ branch willing to apply for vocational training in \_\_\_\_\_ during the forthcoming summer/winter vacation from \_\_\_\_\_ to \_\_\_\_\_ (duration).

Kindly issue formal letter for the purpose.

Your Sincerely,

( \_\_\_\_\_ )  
Name of the student(s)

Details of the students: (If multiple students applying)

Sr No	Name	Roll No
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		