

Date: 05/04/2023

Head,
HR Department,
Atul Fasteners, Chandigarh

Sub: Permission to visit your organisation.

Ref: Rtn. Sashikanth Adokar Member Rotary Club of Chandigarh Midtown 3080

Dear Sir/Madam,

Greetings from KCES's Institute of Management and Research Jalgaon, Maharashtra.

KCES's Institute of Management & Research Jalgaon, is Premier Management Institute in Khandesh region of Maharashtra. As a part of curriculum, we provide students with an opportunity to visit an industry of repute to get more insight to learn various operations in Industry.

We are keen to organize a visit to your organization for our students on 15-04-2023. Therefore, we kindly request you to provide us with the necessary permissions and arrangements for the visit, including a guided tour of your facility.

We assure you that our students shall adhere to all the rules and regulations of your organization during the visit.

We look forward to your favourable response.

Thanking you in anticipation.

Sincerely,

Prof. Dr. Shilpa K. Bendale
Director-