



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
**Department of Electronics and Communication Engineering**  
**(Formerly Indira Gandhi Institute of Technology)**  
**(Established by Govt. of Delhi vide Act 9 of 2012)**

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**Date:** .....

**To,**  
**Incharge HR**

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**Sub: Training during** \_\_\_\_\_

Dear Sir/Madam,

We take the pleasure of introducing our university, Indira Gandhi Delhi Technical University for Women (erstwhile IGIT) as one of the premier institutions imparting Engineering education to young women Entrepreneurs in the field of Computer Science, Electronics and Communication Engineering, Mechanical and Automation Engineering and Information Technology.

As a part of the academic curriculum our B.Tech students are required to undergo summer training in order to obtain practical knowledge by working in reputed organization. We request you to consider the following student to undertake summer training w.e.f. \_\_\_\_\_ for \_\_\_\_\_:

- Student's Name : \_\_\_\_\_
- Mother's Name : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Enrollment No. : \_\_\_\_\_
- Contact Address : \_\_\_\_\_
- Contact Number : \_\_\_\_\_
- Branch : \_\_\_\_\_
- Email Id : \_\_\_\_\_

We assure that she will contribute in a constructive way and will adapt to your organization effectively. Our students are well versed in their respective disciplines.

With Warm Regards,

**Training and Placement Officer/ TNP Coordinator**