

[Your University/College Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: BTech Industrial Training Confirmation

I am writing to formally request confirmation of my participation in the industrial training program as part of my Bachelor of Technology (BTech) degree requirements. I have been selected to undertake my training at [Company/Organization Name] from [Start Date] to [End Date].

The training will focus on [Brief Description of Training Focus/Area], which I believe will provide invaluable experience and insights into the practical aspects of my field. I am excited about the opportunity to learn under the guidance of your esteemed team.

Please find attached the details of my training program and any necessary documentation required for your records. I would appreciate your confirmation of my industrial training placement at your earliest convenience.

Thank you for your assistance, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]

[Your Email Address]