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To

The Principal,
Nesamony Memorial Christian College,
Marthandam.

Through

*The HOD/Convener,
Nesamony Memorial Christian College, Marthandam.*

Respected Sir,

My son/ daughter is studying in
..... I am willing to send him/her for a study
tour/field visit / industrial visit / Lab visit / Leadership training programme organized
by the from to
..... to visit the following place (detailed schedule date, place, contact
numbers etc will be attached along with this letter).

Place:

Date:

Signature of the Parent

Rules and Regulations for the participants:

1. I will not use drugs in any form.
2. I will not smoke.
3. I will obey the instructions given by the organizers.
4. I will accept the seat/accommodation allotted by the organizers.
5. I will not be a nuisance to the public in any way.

Place:

Date:

Signature of the student

Signature of the HoD

Principal