

THIS IS A SAMPLE LETTER TO BE ISSUED BY THE DEAN STUDENT AFFAIRS TO THE
STUDENTS GOING FOR FIELD WORK

To

The -----

Respected Sir/Madam

Sub: Request your support for **Mr/Ms [Student's Name]** in **his/her** field work as part of the course titled Social Empowerment Activity/ Self Accomplishment Activity (SEA/SAA)-reg

Kakatiya Institute of Technology and Science (KITS), Warangal, an autonomous Institute under Kakatiya University , Warangal is a 44-year-old institute imparting quality education to the students and is accredited by NAAC with 'A' grade .

As per our revised scheme of instructions, our students have to take up mandatory activity based one credit course titled Social Empowerment Activity / Self Accomplishment Activity. As part of this course, students independently choose their activity, set goals, acquire knowledge, and participate in fieldwork to gain real-world experience.

Mr /Ms [Student's Name] is a bonafide student of B.Tech. **[Branch Name] [-]** semester, bearing roll number **[Roll Number]**, at Kakatiya Institute of Technology and Science (KITS), Warangal.

Mr /Ms [Student's Name] has chosen **[Activity Name]** for this semester, and **he/she** believes your guidance would be invaluable in completing the activity. Your support would not only assist **him/her** in achieving the goals but also nurture social sensitivity and responsibility.

We kindly request your support in helping him/her complete the activity successfully. Attested copy of the student ID card is attached herewith for your ready reference

Faculty I/c, Nodal Centre

Dean ,student affairs

Encl:

1. Attested identity card of the student

Copy to:

1. Principal for favor of information
2. Department SEA/SAA coordinator