

Letter of Request for Industrial Training Application

Date: [Insert Date]

To,
The Manager,
[Company Name],
[Company Address],
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request consideration for industrial training at [Company Name] for a duration of [insert duration]. I am currently pursuing a [Your Degree] at [Your Institution] and am eager to gain practical experience in [mention specific field or area of interest].

Through this training, I aim to enhance my skills and contribute positively to your team. I believe that [Company Name] is an excellent place for me to learn and grow due to its reputation for [mention any relevant attributes of the company].

I have attached my resume and academic transcripts for your review. I would be grateful for the opportunity to discuss this further and am available for an interview at your convenience.

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]