

Request for Industrial Training Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution/Organization]. We are currently seeking to establish a fruitful collaboration for industrial training programs aimed at enhancing our students' practical skills and industry exposure.

We have a number of enthusiastic students pursuing [specific field/degree], who would benefit greatly from hands-on experience in your esteemed organization. We believe that a partnership would not only enhance our students' learning experience but also provide your organization with the opportunity to engage and train future professionals.

We would appreciate the opportunity to discuss potential collaboration avenues. I am looking forward to your positive response and hope we can arrange a meeting at your convenience.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]