

# Request for Industrial Training Internship

Date: [Insert Date]

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in securing an industrial training internship position at [Company's Name]. I am currently a [Your Year, e.g., second-year] student pursuing a degree in [Your Degree] at [Your University/College]. I am eager to apply the knowledge I have gained in the classroom to real-world settings.

I am available for an internship from [start date] to [end date]. I would greatly appreciate the opportunity to discuss this internship position further. I have attached my resume for your review and would be happy to provide any additional information needed.

Thank you for considering my application. I look forward to the possibility of contributing to your team and learning from the talented professionals at [Company's Name].

Sincerely,  
[Your Name]