

Request for Industrial Training Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 an industrial training opportunity at [Company's Name]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Degree] at [Your University]. I am eager to gain practical experience in [Specific Field/Area].