

# Request for Short-Term Industrial Training Program

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

[Date]

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

Dear [Recipient Name],

I am writing to request your approval to participate in a short-term industrial training program at [Company Name]. I am currently a [Your Educational Status, e.g., third-year student] at [Your Institution's Name], pursuing a degree in [Your Field of Study].

The training program is scheduled to take place from [Start Date] to [End Date], and it will provide me with valuable hands-on experience and insights into the industry. I am particularly interested in [mention any specific area or project of interest], and I believe that your esteemed company is an ideal setting for me to enhance my skills.

I am eager to learn, dedicated, and hope to contribute positively to your team while gaining practical knowledge during this training. I am available for an interview at your convenience and can be reached via [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to the possibility of working with [Company Name] and appreciate your time and assistance.

Sincerely,

[Your Name]