

# Letter of Request for Summer Industrial Training Program

Date: [Insert Date]

To,

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

Dear [Manager's Name],

I am [Your Name], a [Your Year, e.g., second-year] student pursuing a degree in [Your Major] at [Your University/College Name]. I am writing to express my interest in applying for a summer industrial training program at [Company Name] for the duration of [Insert Duration, e.g., June to August].

Having developed a solid foundation in [Relevant Subjects/Skills], I am eager to gain practical experience and enhance my skills within a professional setting. I believe that [Company Name] is an ideal place for me to learn and contribute to various projects.

I am particularly drawn to [specific area of interest related to the company, e.g., product development, marketing strategies], and I am excited about the possibility of working with skilled professionals in your esteemed organization.

Please find my resume attached for your review. I would greatly appreciate the opportunity to discuss my application further and hope to contribute positively to your team during my internship.

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

Sincerely,

[Your Name]  
[Your Contact Information]  
[Your Email Address]