

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the opportunity to participate in a virtual industrial training program at [Company's Name]. I am currently a [Your Current Status, e.g., third-year student] at [Your Institution's Name], pursuing a degree in [Your Degree Program].

With the shift towards digital and remote environments, I believe that engaging in a virtual training program would greatly enhance my skills and provide me with valuable industry experience. I am particularly interested in [specific interests related to the company or field].

I am eager to learn and contribute to your team while gaining insights into the industry. I would appreciate the opportunity to discuss this request further.

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

Sincerely,

[Your Name]