

Request for Industrial Training

Dear Dato'/Sir/Madam

I am, 000000-00-0000, a 3rd year student in the School of Mathematical Sciences, Universiti Sains Malaysia, majoring in Bachelor of and minoring in I am enquiring about the possibility of undergoing industrial training in your organization for approximately 10/12 weeks starting from to

The objective of this training is to give me a meaningful exposure in an actual working environment. In addition, this training will also allow me to acquire skills that are required in my future career.

I enclose here with copies of the following for your perusal:

- (a) a letter of support from my Industrial Training Coordinator,
- (b) resume, and
- (c) academic results.

Your kind consideration is very much appreciated. I look forward to your favourable and prompt reply.

Thank you.

Yours faithfully,

(xxxxxxxxxx)