

10 March 2021

Madam Alice Donald  
Human Resource Manager  
ABC Technology PLT  
11111 Sibul, Sarawak.  
Tel: 084-123456  
Email: hr@xxxxx.my

Dear Madam,

**Application for Student Placement for Industrial Training**

With regards to the above, our university would appreciate your organization to accommodate our students for industrial training. In order for our students to graduate, they have to complete 10 weeks of Industrial Training in an organization of their choice.

The training is scheduled to begin on **26 July 2021** till **3 October 2021**. In this regard, we would like to apply for the following student for a place in your organization for Industrial Training.

**1. Jordan Anak Stephen**

**12345**

We appreciate your consideration in this application by replying the attached feedback form latest **2 week from the application's date**.

Thank you for your attention and cooperation.

Sincerely,

Dr XXXX  
**Industrial Training Coordinator 2021**  
Email: abc@gmail.com