

10 March 2021

Madam ABC
Admin Assistant
XYZ Technology PLT
12345 Sibul, Sarawak.
Email: hr@xyz.my

Dear Sir/Madam,

Application for Student Placement for Industrial Training

With regards to the above, the university would appreciate your organization to accommodate our students (Bachelor of Science with Honours (Cognitive Science)) 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. Jonathan Stephen 12345

We appreciate your consideration in this application by replying the attached feedback form (**CS -LI 01**) latest **2 week from the application's date**.

Thank you for your attention and cooperation.

Sincerely,

Dr XXX
Industrial Training Coordinator 2020/2021
Email: xxx@gmail.com