

[Your Full Name]
[Your Registration Number]
[Your Department/Faculty]
[Your Institution Name]
[Your Phone Number]
[Your Email Address]

[Date]

The Human Resources Manager
[Company/Organization Name]
[Company Address]

Dear Sir/Madam,

****RE: REQUEST FOR FIELD TRAINING PLACEMENT****

I am writing to formally request an opportunity for field training at your esteemed organization. I am currently a [Year of Study] student pursuing a [Diploma/Degree] in [Your Course Name] at [Your Institution Name].

As part of the curriculum requirements, I am expected to undertake industrial training between [Start Date] and [End Date]. This training is essential for enhancing my practical skills and gaining real-world experience in the field of [Your Field of Study].

I am confident that undergoing training at your organization will offer valuable exposure to a professional environment and significantly contribute to my career development. I am a quick learner, committed, and ready to comply with the organizational policies and expectations.

I have attached a copy of my academic transcript and a letter from the institution for your consideration.

I kindly request your favorable response and would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Yours faithfully,

****[Your Full Name]****

[Your Signature if printed]