

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Training Manager
NTPC Limited

[Company Address]
[City, State, Zip Code]

Dear [Training Manager's Name],
Subject: Application for Training Program

I am writing to express my interest in the training program offered by NTPC Limited. I am currently [your current status, e.g., a student pursuing a degree in Electrical Engineering at XYZ University] and am keen to enhance my knowledge and skills in the energy sector.

The opportunity to train at NTPC aligns with my career aspirations, and I am particularly drawn to [mention any specific project, initiative, or value of NTPC that interests you]. I believe that the training will provide me with invaluable hands-on experience and exposure to real-world challenges.

Enclosed are my resume and [any other required documents, e.g., official transcripts]. I am looking forward to the possibility of contributing to and learning from your esteemed organization.

Thank you for considering my application. I hope to discuss my candidacy further.

Sincerely,
[Your Name]