

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the practical training opportunity at [Company/Organization Name]. I am currently a student at [Your Institution] pursuing a degree in [Your Field of Study] and am eager to gain hands-on experience in [specific area/field related to training].
[Paragraph detailing your qualifications, relevant coursework, and skills that make you a suitable candidate.]

I am particularly drawn to [Company/Organization Name] because [reason for your interest in the company/organization]. I believe this training would greatly enhance my skills and provide me with valuable insights into [specific industry or field].

Thank you for considering my application. I look forward to the opportunity to contribute to your team and learn from your esteemed organization. Please find my resume attached for further details.

Sincerely,

[Your Name]

[Attachment: Resume]