



**FACULTY OF BUSINESS MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA  
42300 PUNCAK ALAM, SELANGOR  
TEL: 03-3258 5028/5012 FAX: 03-3258 5111**

Ref :  
Date :

Dean  
Faculty of Business Management  
UiTM Campus Puncak Alam  
42300 Puncak Alam, Selangor  
(Attn: Industrial Training Coordinator)

Dear Prof,

**APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT**

With reference to the above matter, your letter dated \_\_\_\_\_ ref. no. 100-FPP (14/3/4) is referred.

We are pleased to inform that our company (*\*Please tick in the appropriate box*):

☐ has agreed  
☐ is not able  
☐ is undecided (please advise suitable time) \_\_\_\_\_

\*to accommodate the following student(s) to undergo their training beginning from **2 March 2015** until **19 June 2015** in our company.

No.	Student Name	Program	Place of Training	Supervisor's Name

Attached herewith is our general requirement cum a guideline with regards to the job scope during the period of industrial training.

Thank you.

Yours sincerely

\_\_\_\_\_  
Name :  
Position :  
Contact No. :

Company Name :  
Address :