FTA – Letter template to companies

Subject: Request for information concerning company visit

Subject: Request for a possible company visit

Subject: Request for …

[Always look for the name of the person you’re emailing, in the email address itself or on their website for example. If you can’t find it, use the last expression as a last resort.

It’s always better to address your email to a named person with their first and last name.]

Dear [First Name + Surname],

Dear [First Name + Surname] and [First Name + Surname],

Dear Mr [Surname],

Dear Ms [Surname],

Dear Sir or Madam,

[Introduce who you are and the context of your request:]

I'm writing to you on behalf of a group of students from an [industrial engineering] college in Belgium (HELMo Gramme – Liège). We are in the first year of our master’s degree and are planning a field trip to [country] next March. It will take place in [city] from… March to … March 2025.

During this trip, we have to visit different [tech, industrial, IT, engineering] companies. Since our master’s degree is specialized in [industrial engineering], the [idea/purpose/goal] is to [discover, see, visit,…] [ tech companies, companies specialised in … , production processes, the reality of a complex production facility within a different culture, …].

[A few of the many options to present the purpose of your email:]

* I am responsible for gathering information and making contacts with companies who could help us.
* I’m in charge of finding companies that would accept to welcome us for a visit.
* Therefore, I was hoping that you may be able to:
  + [welcome us for a visit of your company or part of your company during the week of 28 February to 4 March.]
  + [help us by providing any information on …]
  + …
* Would it be possible to visit your company or part of your company? If so, what would it be possible for us to see? Would it be possible to organise this visit during the week of 28 February to 4 March?
* We are a group of [16] students plus 1 teacher and the visit can last [up to two hours, one or two hours, …].
* …

[Motivate why you have chosen their company]

* We are particularly interested in the [supply chain, construction, …] department of your company.
* We are interested in discovering […] in your company.
* We are really interested in your company because …
  + it proves to be one of the best of the region [concerning … / in IT / …]
  + we would really like to see …
  + …

[Thanking note and ending: 3 sentences at least]

Thank you in advance for your [help / time / consideration / assistance / support]. [If you require any further information, feel free to contact me. / If you require any further information, please let me know. / Please feel free to contact me if you need any further information. / Please let me know if you have any questions.] [I look forward to hearing from you soon. / I look forward to a future visit in your company. / I look forward to hearing from you soon and to visiting your company.]

Yours faithfully, (if you don’t know the name of the person you’re writing to)

Yours sincerely/ Best regards (if you know the name of the person you’re writing to)

[First name + Surname]

[+33… phone number]