

EKSEMPEL PÅ ENGELSKSPROGET BREV TIL EN VIRKSOMHED

Navn

Date

Adresse

**KORREKT STAVNING**

(evt.) Att. hnavn, titel

Sir (evt. Dear Sir, eller Dear Madam)

We are two chemical engineering students at the Technical University of Denmark, Diplom Kemi who inquires, whether your company will be in a position to offer us jobs as engineering trainees for a period of 16 weeks starting.....

.....  
this engineering training is a compulsory part of the study at Diplom Kemi and as such carried out as per enclosed brochure.

We are convinced that your company will benefit from such an arrangement, for instance by having problems treated and hopefully solved, which your staff has had to give lower priority. But we are of course also willing to join existing projects within your company if this is deemed to be convenient.

We should be grateful to receive your reply at your earliest convenience, thus giving us sufficient time for further planning of our activities - be it within your company or elsewhere.

Your reply may be sent to one of our addresses given below or to

Att.:Søren Kiil  
Department of Chemical Engineering  
Søltofts Plads  
Building 229  
Technical University of Denmark  
2800-DK Kgs. Lyngby  
Denmark

Our advisor is responsible for the planning of the engineering training, and any questions concerning formalities of the arrangement may be directed to him/her.

Yours sincerely

(underskrift)                      (underskrift)

navn & adresse og e-mail

Fax (+45) 4588 1770