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ORTA DOĞU TEKNİK ÜNİVERSİTESİ
ENDÜSTRİ MÜHENDİSLİĞİ BÖLÜMÜ
06531, Ankara, Türkiye

____/____/20__

Firm Name, Address

BSc undergraduate program at the Industrial Engineering Department in Middle East Technical University requires a minimum of four weeks training at two separate organizations throughout its curriculum.

It will be much appreciated if _____ , who is a _____ year student in our department, is given the opportunity to work as a trainee in your company. Thank you for your cooperation.

Middle East Technical University
Industrial Engineering Department
Summer Practice Coordinator