

ENGINEERING TRAINING AT TRINERGY INSTRUMENT CO., LTD.

submitted to

Electronics and Communication Engineering Program Sirindhorn International Institute of Technology Thammasat University Pathumthani 12121

by

Sirisopa Lertlarpannarai ID No. 5022XXXXX

June 20, 2010

Example of the Cover Letter

June 10, 2010

Dr. Itthisek Nilkhamhang Electronics and Communication Engineering Program Sirindhorn International Institute of Technology Thammasat University Pathumthani 12121

Dear Dr. Nilkhamhang:

I wish to submit a training report entitled "Engineering Training at Trinergy Instrument Co., Ltd." for your review. This report summarizes my training activities during April 20 – May 25, 2010 as part of the requirements for ECS 300 Electronics and Communication Engineering Training. Should you need additional information, please do not hesitate to contact me.

Thank you in advance for your kind consideration of the enclosed report.

Sincerely,

Sirisopa Lertlarpannarai ID No. 5022XXXXXX

Enclosure

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