**[Your Address] [City, State, ZIP Code]**  
**Email: [your email] | Phone: [your phone number]**

**Date:** July 8, 2025

**To:**  
Mr. Aamir Shah  
Human Resources Manager  
NextGen Manufacturing Pvt. Ltd.  
Plot #17, Sector I-10/3  
Islamabad, Pakistan

**Subject:** Proposal for Technical Training Program on Industrial Automation

**Dear Mr. Shah,**

I hope this message finds you well. I am writing to formally propose a technical training program focused on **Industrial Automation Systems** for your production and maintenance teams.

The primary objective of this training is to enhance the team's understanding and practical skills in programmable logic controllers (PLCs), human-machine interfaces (HMIs), and industrial sensors—ultimately leading to greater efficiency, fewer system downtimes, and improved operational safety.

**Training Overview:**

* **Duration:** 5 days (Monday to Friday)
* **Format:** On-site, hands-on training sessions
* **Participants:** Maintenance engineers, line supervisors, and technicians
* **Topics Covered:**
  + PLC programming basics
  + HMI interface and design
  + Troubleshooting automated systems
  + Safety compliance and best practices

This training will be conducted by certified professionals from our technical training division and will include a post-training assessment and certification.

We believe this initiative will support your team's ongoing development and help meet evolving production demands. Kindly review the attached proposal for a detailed breakdown of costs and schedules. We look forward to your approval to proceed with arrangements.

Thank you for considering this opportunity to invest in workforce development. Please feel free to contact me if you need further clarification.

**Sincerely,**  
**Engr. Naveed Ahmed**  
Technical Training Coordinator  
SmartTech Solutions Pvt. Ltd.  
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