# Letter of Introduction for a Company Tour

**FORD CAR COMPANY**NEW YORK, 10010-4046  
UNITED STATES OF AMERICA

Dear Mr. David

My name is Dr. Peterson and I am a lecturer at the University of Chicago. We have some great engineering students in the bachelor’s degree in engineering program at the University of Chicago who are training to become highly skilled and motivated employees. As part of their studies this school calendar year, they would like to visit manufacturing companies like Ford Car. Would you be willing to spend one hour of your time with a few engineering students showing them your manufacturing plant?

We believe it’s essential for these students to get practical knowledge when they complete the theoretical studies. The major objective of this visit is for the 2nd year students to familiarize themselves with the car manufacturing industry and its working processes. It’s in the second year of their degree program that they begin to learn a lot of engineering theories. Besides this, they will socialize with the department they will visit. Meantime, the students are waiting for the approval of this visit from the university department of the engineering management team. We expect that the university will support the students to ensure the industrial visit is successful.

This visit is done as a part of an engineering event which every student participates in their training program. We normally select top companies that are leading in their industries for the students to visit. It makes sense in doing this because we believe the students can also learn the better practices and operations of such companies.

It’s important for the students to get the real application of machinery used in the industry and practical elements that are impossible to imagine when doing theory only. Therefore, the industrial visit will be invaluable to these students as they will have an understanding of the work involved to manufacture a car. Likewise, this will enable the students to understand the theories they are learning in the classroom for better application. In regard to this, I would like to request your company to allow me to pay a visit and have a meeting to discuss the process, operation, and facilities of Ford Company. I would like the students to visit a fully operational manufacturing plant and it would be a lot better if I come to review the company before the arrival of the students.

If permitted, the group of students will be composed of 20 people, and a faculty member would like to visit your company on July 10, 2019, from 10 am to 11 am. I hope you will offer our engineering students an opportunity to visit you and see your manufacturing plant. I can honestly assure you that one hour spent in the manufacturing plant will be the highlight of your workday. I will call you in a few days to request an appointment or you can call me at 345-4652 to let me know of your availability. We hope that our request will meet your most favorable response.

Respectfully  
Dr. Peterson