

Request for Internship Program Launch

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose the launch of an internship program at [Company/Organization Name]. This program aims to provide valuable experience to students while contributing to our ongoing projects and initiatives.

Internships can be mutually beneficial, offering interns practical experience and the opportunity to develop professional skills, while our organization can benefit from fresh perspectives and support.

I would like to schedule a meeting to discuss this proposal further and explore how we can implement an internship program that aligns with our organizational goals. I am confident that together we can create a valuable experience for both interns and our team.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Student]
[Your Institution/Organization Name] (if applicable)