

Request for Internship Partnership

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., "junior"] student majoring in [Your Major] at [Your University]. I am writing to explore the possibility of forming an internship partnership between [Your University] and [Company/Organization Name].

As part of our academic program, we aim to provide students with hands-on experience and practical skills in the [specific field/industry]. We believe that partnering with [Company/Organization Name], a leader in [specific field/industry], would be mutually beneficial.

We would love the opportunity to discuss potential internship positions, projects, and collaboration avenues that could contribute to the growth of your organization while fostering student learning and development.

Thank you for considering this partnership. I am looking forward to the possibility of working together to support the next generation of professionals. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Sincerely,

[Your Name]

[Your University]

[Your Phone Number]

[Your Email Address]