

Collaboration Letter for Internship and Apprenticeship Program

Date: [Insert Date]

To,

[Recipient Name]

[Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Institution/Organization Name] and [Recipient Company/Organization Name] regarding an internship and apprenticeship program that aims to provide practical experience for our students while meeting the workforce needs of your organization.

Our students are eager to learn and contribute to the industry, and we believe that partnering with [Recipient Company/Organization Name] will not only enhance their educational experience but also provide valuable assistance to your team. We can customize the internship/apprenticeship curriculum to align with your current projects and future goals.

We are keen to discuss how we can work together to design an effective program that meets the needs of all stakeholders. I would appreciate the opportunity to discuss this proposal further at your convenience.

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

Warm regards,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Contact Information]