

Letter of Partnership Initiative

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Institution/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a partnership initiative aimed at providing internship opportunities for students at [Your Institution/Organization Name]. Our goal is to bridge the gap between academic knowledge and practical experience.

We believe that collaborating with [Recipient's Organization Name] would greatly benefit both our students and your organization. By offering internships, we can prepare students for their future careers while providing you with motivated individuals who are eager to contribute to your team.

We would be delighted to discuss potential areas of collaboration and the benefits of this internship initiative. Please let me know a convenient time for you to meet, or if you prefer, we can arrange a phone call.

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

Sincerely,
[Your Name]
[Your Position]