

Internship Partnership Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your School Name], where we are committed to providing our students with practical experiences that complement their academic learning. We believe that partnerships with community organizations play a crucial role in enriching our students' educational journey.

We would like to propose an internship partnership between [Your School Name] and [Company/Organization Name]. Our goal is to create meaningful internship opportunities for our students that will not only benefit their professional development but also provide valuable support to your team.

We are particularly impressed by [mention any specific aspect of the company or organization that relates to the partnership], and we believe that collaborating with you would greatly enhance our students' understanding of the industry.

If you are open to discussing this partnership further, I would love to arrange a meeting at your convenience. Thank you for considering this opportunity to work together in shaping the future of our students.

Warm regards,

[Your Name]

[Your Position]

[Your School Name]