

# Internship Placement Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your School's Name]

[School's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to propose an internship placement program for our students at [Your School's Name]. Our goal is to partner with [Company's Name] to provide students with enriching experience and professional exposure in [specific fields, e.g., education, business, technology].

Our students are eager to learn and gain hands-on experience, and we believe that [Company's Name] would be an excellent partner in this initiative. The internship program will not only benefit our students but also provide [Company's Name] with fresh perspectives and enthusiasm.

We propose the following key points for the internship program:

- Duration: [Proposed Duration]
- Number of Interns: [Number of Students]
- Areas of Focus: [Specific Areas/Departments]

- Mentorship Structure: [Outline of Mentorship]

We would appreciate the opportunity to discuss this proposal further and explore how we can effectively collaborate. Please feel free to reach out to me at your convenience.

Thank you for considering this proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your School's Name]