

Internship Program Proposal Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a proposal for the implementation of an internship program at [Company/Organization Name]. This program aims to provide valuable work experience to students while contributing to the growth and success of the organization.

The proposed internship program will include the following:

- Objectives and Goals
- Program Structure
- Selection Process
- Duration and Schedule
- Benefits to Interns and the Organization

Enclosed with this letter is a detailed proposal document outlining our plan and expectations. I believe that this internship program will not only benefit the interns but also enhance [Company/Organization Name]'s operational objectives.

I would appreciate the opportunity to discuss this proposal in further detail and look forward to your favorable response.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]