

# Dear [Candidate's Name],

We are excited to inform you about an internship opportunity at [Company Name] that aims to promote diversity and inclusion within our workforce. We believe that diverse perspectives drive innovation and creativity, and we are particularly interested in welcoming students from underrepresented groups in our industry.

The internship program is designed to provide you with hands-on experience, mentorship, and the chance to contribute to meaningful projects that impact our organization and the community.

## **Program Details:**

- Duration: [Internship Duration]
- Location: [Internship Location]
- Stipend: [Stipend Details]

We encourage you to apply by [Application Deadline]. Please submit your resume and a cover letter outlining your interest in this program and any relevant experiences to [Email Address].

We look forward to the possibility of having you contribute your unique insights to our team. Thank you for considering this opportunity!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]