

Proposal for Student Internship Placement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

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

Dear [Recipient's Name],

I am writing to propose an internship opportunity for students from [Your School/University], which aims to provide valuable real-world experience and contribute to the ongoing projects at [Company/Organization Name].

We have a diverse group of students majoring in [Relevant Fields], who are eager to gain hands-on experience and learn from industry professionals. Through this partnership, we believe that [Company/Organization Name] can benefit from the innovative ideas and fresh perspectives our students can bring.

The internship program can be tailored to fit your needs, including part-time or full-time arrangements, and can span [Duration of Internship] during [Proposed Timeframe]. We are committed to ensuring that the interns gain meaningful experience while making a positive impact on your organization.

We would be delighted to discuss this proposal further and explore potential collaboration opportunities. Please feel free to reach out to me at your convenience.

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

Sincerely,
[Your Name]
[Your Title/Position]
[Your School/University]