

Internship Program Resource Mobilization

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

We are excited to announce our upcoming internship program aimed at enhancing the skills of young professionals and contributing to our organization's mission of [briefly describe mission]. To successfully launch this program, we are seeking your support in resource mobilization.

Your involvement would greatly enhance our capacity to provide a meaningful experience for our interns and to ensure the sustainability of our program. We are looking for [specific resources needed, e.g., funding, training materials, mentorship opportunities].

We believe that partnering with [Recipient's Organization] can make a significant impact and pave the way for future collaborations.

We would love to discuss this further and explore potential opportunities together. Please feel free to contact me at [Your Contact Information] at your earliest convenience.

Thank you for considering our request. We look forward to the possibility of working together!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]