

# Request for Support for Internship Program

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Institution/Organization]. We are excited to announce the launch of our internship program, aimed at providing students with invaluable hands-on experience in [Industry/Field].

We are reaching out to seek your support in [specific support you are requesting, such as funding, mentorship, or resources]. Your involvement would greatly enhance the quality of our program and provide students with the opportunity to develop essential skills that are critical for their career advancement.

We believe that with your expertise and support, we can create a meaningful experience for our interns while contributing positively to the community. We would be grateful for the opportunity to discuss this further and explore how we can collaborate to make this internship program a success.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]