
Internship Collaboration Letter

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Educational Institution/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Proposal for Internship Collaboration

Dear [Recipient's Name/Institution's Representative],

I am writing to express our interest in collaborating with [Institution/Organization Name] to offer internship opportunities to your students. At [Your Company Name], we believe in nurturing young talent and providing practical experiences that complement academic learning.

Proposed Collaboration Overview

- **Objective:** To offer hands-on experience to your students while benefiting from their fresh perspectives and skills.
- **Fields of Internship:** [e.g., Marketing, Finance, IT, etc.]
- **Duration:** [e.g., 3–6 months, depending on the role.]
- **Roles Offered:** [Briefly list the roles or projects available.]

Benefits for Students

- Real-world industry exposure.
- Mentorship and professional development opportunities.
- [Any other benefits, e.g., stipend, certifications, etc.]

We look forward to discussing how this collaboration can align with your institution's goals and help shape the future of your students.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address]

[Phone Number]