### horizontal line**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]