

Formal Internship Introduction Letter from University

Subject: Introduction of Internship Candidate

Dear [Company Name/HR Manager],

I am writing to formally introduce [Student Name], who has been selected for an internship in [department/field] at your esteemed organization. [Student Name] is currently enrolled in [Program/Degree] at [University Name] and has demonstrated exceptional skills and academic performance in [specific areas].

We appreciate your willingness to host [Student Name] and provide practical exposure to real-world challenges in [industry/field]. Please feel free to reach out for any additional information or documentation required to facilitate this internship.

Sincerely,

[University Coordinator Name]

[Title/Department]

[Contact Information]

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