

Professional Letter for Internship Introduction

Subject: Introduction of Student [Your Name]

Dear [Coordinator/Company Name],

I am [Your Name], a student at [College Name] enrolled in [Program Name]. I am reaching out to introduce myself as I will be participating in an internship placement under your guidance.

I am eager to learn, contribute, and apply my academic knowledge to practical experiences. Please let me know if there are any preparatory materials or procedures I should follow.

Sincerely,

[Your Name]

[Contact Information]

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