**Sample Email for Employers to Forward**

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for (Blue Star Telephone Company). (Blue Star) has been working with students from (district or school) for (how long?). I am writing to encourage you to work with the (district or school) to provide internship opportunities for ##th grade students. We’ve found internships to be rewarding experiences for our employees, a good way to strengthen their supervisory skills, and a good form of long-range recruitment for (Blue Star).

We plan to host (##) students for internships next summer and hope that you will consider hosting one as well. Internships run from ## to ## weeks starting (when). Students prepare for internships during the school year and bring value to your organization, not only through the work they complete, but also by the fresh perspectives they offer.

If you are interested, please complete the enclosed participation form and send it to (name), the work-based learning coordinator, at (email) or (phone). I encourage you to contact (WBL coordinator) directly if you would like more information or wish to discuss the internship program before making a commitment.

Thank you,

Jane Doe, Title

Organization

Contact information