Dear, XXX

I am working on a module aimed at students studying XXX.

As part of the module the students will be split up into groups of roughly 5 or 6 to work on a consultancy project for an organisation.

The module starts XXX until XXX. The consultancy project will take place during XXX.

I am in contact as I hoped that XXX would be able to host a team of students. Below are more details about what it entails to host students.

**The role of the organisation:**

* Offer one group of students a project brief to work on.
* A representative to act as a point of contact/mentor for the students and guide them through the professional experience.
* Organisation to invite students into the work premises to set the brief and give the students the opportunity to ask any initial questions (2 hour)
* To allow students the opportunity to work in their teams from the office (perhaps within a meeting room) a minimum of 3 times during the consultancy project. Days/hours can be flexible.

**Benefits to the organisation:**

* Students offer a fresh perspective, new ideas and add a new dynamic to the office environment.
* A great opportunity for XXX to promote themselves and opportunities to students.
* A way to spot talent.
* To contribute to our students development.

It would be great to hear your thoughts.

I hope it is okay you at some point so we can talk through any questions that you may have?

Best wishes,

XXX