

sDate

RecipientPositionTitle,

CompanyName

CompanyAddress

CompanyLocation

Dear RecipientSalutation,

**REQUEST FOR INTERNSHIP PLACEMENT**

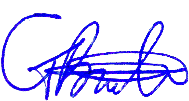
I write to request for internship placement for StudentName, a student of the Department of Computer Engineering, University of Ghana. We have identified CompanyName as a suitable place for our students to undertake their internship and would therefore be glad if StudentName could be given the opportunity to work with you. The internship period is from InternshipPeriod during the vacation. (Minimum 6 weeks, Maximum 10 weeks).

The internship program is meant to facilitate interaction and integration of academic studies and occupational experience to enhance the student’s academic knowledge and preparation towards professional and personal growth. The Department considers internship as a critical component in the training of engineers and therefore the internship course is considered a requirement for graduation for all students. Each student is therefore required to submit a written report on his or her activities after completion. StudentName’s supervisor at CompanyName will also be expected to provide assessment on the performance of the student. A copy of the assessment form is attached.

As the host organization, StudentName will be expected to comply with all rules and regulations of the organization. The Department / University expects the host organization to report any disobedience, or violation of company codes and ethics by the student for disciplinary action.

I would be very grateful if CompanyName could grant us the internship slot to enable StudentName to undertake his internship. We also welcome an opportunity to further discuss possible collaboration and joint research projects with your company.

Thank you for your attention to our request.

Yours Sincerely,

……………………..

Gifty Buah

**Internships officer**

Department of Computer Engineering

Email: gbuah@ug.edu.gh