**Subject: Internship Opportunities for Students at Hotel Name**

Dear …...

I hope you are doing well. I am reaching out on behalf of Hotel Vishnupriya to offer internship opportunities for your students. We are currently looking for a total of 10 trainees for various departments in our hotel, and we would be thrilled to collaborate with your institution.

The specific positions and requirements are as follows:

- Front Office: No of trainees

- Food & Beverage (F&B): No of trainees

- Kitchen: No of trainees

- Housekeeping: No of trainees

We are committed to providing a hands-on learning experience to these trainees, and upon successful completion of the internship, we will consider offering them permanent positions at our hotel.

We provide the following benefits for our trainees:

- Free meals (served twice daily)

- Accommodation

- Monthly stipend of INR (Amount.)

- Weekly off days (4 days per month, but please note that off days will not be granted on Fridays, Saturdays, or Sundays)

We believe this is a wonderful opportunity for students to gain practical experience in the hospitality industry, and we look forward to the possibility of welcoming them to our hotel.

Please let us know if you would like to discuss this further or if there is any additional information we can provide.

Thank you for your time and consideration. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

Hotel Name,

[Contact Information]