

Sample Templates of Letters of Request

Date

Dear Human Resources Personnel:

RE: Internship Program Request

Please direct this letter to your correct company officials if you are not the persons to receive this information.

My name is Dr. _____ and I am a professor in the Department of Aviation and Technology at San Jose State University. I teach courses and do research work in the Industrial Technology programs of the department. The Industrial Technology programs prepare our students for technical management careers in Business and Industry where they work with high tech companies like yours. To keep up with these challenges, the faculty tries to be on the cutting edge of technology by trying to associate with these Silicon Valley companies in various areas of needs much of which comes through industrial internships.

My department is exploring the possibility of establishing an internship program with your company in which our Industrial Technology Program majors at San Jose State University can do their internships at your company. This letter is to explore that possibility and opportunity. We have some very promising candidates who want to be placed at the moment. Would your company be interested in assisting us by providing internship opportunities to these students?

Thank you so much for taking the time to look at this my request. I can be reached at the following phone number and email address should you need to contact me: _____, email _____ . I look forward to hearing from you.

Sincerely Yours:

Dr. _____

Date

Dear Human Resources Personnel:

RE: Collaborative Research Work Inquiry

Please direct this letter to your correct company officials if you are not the persons to receive this information.

My name is Dr. _____ and I am a professor in the Department of Aviation and Technology at San Jose State University. I teach courses and do research work in the Industrial Technology programs of the department. The Industrial Technology programs prepare our students for technical management careers in Business and Industry where they work with high tech companies like yours. To keep up with these challenges, the faculty tries to be on the cutting edge of technology by trying to associate with these Silicon Valley companies in various areas of needs including research in _____.

My research interest is in _____ and I am exploring the possibility of doing collaborative research work with your company. I am hoping that your company has the key resources that will make my research efforts more productive. I think this joint effort will bring mutual benefits to your company, San Jose State University, and myself professionally. Would your company be interested in doing collaborative research with me?

Thank you so much for taking the time to look at this my request. I can be reached at the following phone number and email address should you need to contact me: _____, email _____ . I look forward to hearing from you.

Sincerely Yours:

Dr. _____

Date

Dear Human Resources Personnel:

RE: Equipment/Tooling Donation Request

Please direct this letter to your correct company officials if you are not the persons to receive this information.

My name is Dr. _____ and I am a professor in the Department of Aviation and Technology at San Jose State University. I teach courses and do research work in the Industrial Technology programs of the department. The Industrial Technology programs prepare our students for technical management careers in Business and Industry where they work with high tech companies like yours. To keep up with these challenges, the faculty tries to be on the cutting edge of technology by trying to associate with these Silicon Valley companies in various areas of needs including modern equipment and tooling.

I am exploring the possibility of getting some equipment donation from your company to support our programs. Specifically, we need _____ for our _____ course in order to teach contents that reflect modern technology to our students in the department. Your efforts to support us in this area will be very much appreciated and will go a long way to preparing our students for the challenges ahead.

Thank you so much for taking the time to look at this my request. I can be reached at the following phone number and email address should you need to contact me: _____, email _____ . I look forward to hearing from you.

Sincerely Yours:

Dr. _____

Date

Dear Human Resources Personnel:

RE: Scholarship Program Request

Please direct this letter to your correct company officials if you are not the persons to receive this information.

My name is Dr. _____ and I am a professor in the Department of Aviation and Technology at San Jose State University. The Industrial Technology programs prepare our students for technical management careers in Business and Industry where they work with high tech companies like yours. To keep up with these challenges, the faculty tries to be on the cutting edge of technology by trying to associate with these Silicon Valley companies in various areas of needs, much of which comes through equipping our students with the best possible education available to us. My department is exploring the possibility of establishing several scholarships to help support our growing number of students.

This letter is to ask your company to consider supporting our students through scholarships. We have a number of students who can use the financial support that scholarships can provided. The scholarships can be established in your company's name through our SJSU Foundation. We would be highly honored if your company can consider this a worthwhile expenditure that can affect the future of some of our needy students.

Thank you so much for taking the time to look at this my request. I can be reached at the following phone number and email address should you need to contact me: _____, email _____ . I look forward to hearing from you.

Sincerely Yours:

Dr. _____

Date

Dear Human Resources Personnel:

RE: Grant Opportunity Request

Please direct this letter to your correct company officials if you are not the persons to receive this information.

My name is Dr. _____ and I am a professor in the Department of Aviation and Technology at San Jose State University. The Industrial Technology programs prepare our students for technical management careers in Business and Industry where they work with high tech companies like yours. To keep up with these challenges, the faculty tries to be on the cutting edge of technology by trying to associate with these Silicon Valley companies in various areas of needs, much of which comes through equipping our students with the best possible education available to us. My department is exploring the possibility of obtaining specific grants to help support our growing number of students.

This letter is to ask your company to consider supporting our students through grants for the purchase/support/sponsor/ for _____. The grant can be established in your company's name through our SJSU Foundation who manages such gifts to us. We would be highly honored if your company can consider this a worthwhile expenditure that can affect the future of some of our needy students.

Thank you so much for taking the time to look at this my request. I can be reached at the following phone number and email address should you need to contact me: _____, email _____ . I look forward to hearing from you.

Sincerely Yours:

Dr. _____