



To the companies and institutions  
that provide an internship

Emsdetten, .....

**Re: Internship from \_\_\_\_\_ to \_\_\_\_\_**

Dear Ladies and Gentlemen,

With this letter, the student ..... (grade .....) of our high school introduces himself / herself with the request for an internship for the above-mentioned period.

Our student internships take place in grade 10 and 12. We kindly ask for your support in this career-oriented measure within our school's syllabus. European internships are supported by Erasmus+, an EU funding programme for schools. If you have any questions, the coordinator of the internship and the school's Erasmus+ programme, Mrs. Wappler, will be happy to help you: [e.wappler@martinum.de](mailto:e.wappler@martinum.de)

We thank you for your kindness and remain  
Yours sincerely

school management and coordinators of the internship  
(Digital document - valid without handwritten signature)