



**HSPVNRW**

**Hochschule für Polizei und öffentliche Verwaltung**  
Nordrhein-Westfalen



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To Whom It May Concern

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xx.xx.xxxx  
Aktenzeichen H:/3.30  
(bei Antwort bitte angeben)  
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## Letter of recommendation

Dear Sir or Madam

We are pleased to recommend our student Mr./ Ms. XY for an internship in your administrative authority and would be grateful to you for any guidance and assistance during his/her stay in XXXX.

This internship abroad is part of the academic course of study offered at the Hochschule für Polizei und öffentliche Verwaltung Nordrhein-Westfalen (University of Applied Sciences for Police and Public Administration in North Rhine-Westphalia).

Our students are professional civil servants, as defined by German law, and therefore have full accident and health insurance coverage. They will pay for their board and lodgings themselves.

No expenses will be incurred by your department.

If you should have any further questions, please do not hesitate to contact me.

Yours sincerely,