# **Letter of Introduction for a Company Tour**

**LAW FIRM**<Address>

Dear Mr.., <Last Name>

I am writing on behalf of the Department of Law at the University of California seeking permission for the 4th year law students to visit your esteemed law firm. As part of the curriculum for the 4th year students, a corporate visit is mandatory, because we try to provide the students with an insight into the working procedure of leading organizations such as yours. To fulfil the curriculum requirement, we request you a corporate visit for our students.
Our law curriculum focuses on various aspects including theories on how law services are designed and delivered. The purpose of this visit is to give the students a chance to learn in more detail. We understand that it might not be possible to fully describe your management system within the time limits of the visit. The company visit will also give us an opportunity to clearly understand your workplace environment, challenges, and processes that you use to deliver excellent services to your clients.

We would like the students to meet with the senior management, their direct reports, and associates. This will help our students to understand how the theories they learn in class are implemented in the real world. An educational visit to the George Law Firm can be fruitful because the students will gain knowledge that is attained from people with many years of experience. The students will then be in a better position to understand how law firms operate, the technology they use, the management system applied, and how law firms plan their capacity. Basically, educational visits such as this one help law students to see the application of the theories.
The University of California Law Department also focuses on practical aspects like internship and field visits. It has been the history of the university that it emphasizes on corporate visits for the students studying law. Students are familiarized with the actual operation of the law firms and the government justice system. Although students cannot visit each law firm, we make sure that they at least visit exceptional firms. It is only through this initiative that they can gain extraordinary experience that will help them in the future.

Our aim was for the 4th year students to visit your firm because they will be completing their degree program shortly. The lessons learned from this visit will also help these students to make an informed decision on their career path after graduating. About this visit, may you to allow us to visit your company and the chance of having an in-house lecture about the operation of your firm. If accepted, the group will have 10 students and one faculty member, and they intended to visit you on July 20, 2019. I hope for your positive consideration of our request and will appreciate a favourable outcome. In the meantime, if you have any concern or questions, please feel free to contact me by calling at 333-4444.

Respectfully
<Name Here>