

Jürgen Knickmann, DI  
Praxiskoordinator

[juergen.knickmann@gartenbau.at](mailto:juergen.knickmann@gartenbau.at)  
+43 1 8135950-351  
Fax +43 1 8135950-99  
Grünbergstraße 24, 1130 Wien

To the management of the business

## Internship of our students

Vienna January 2019

Dear Sir or Madam!

Many thanks that you are willing to train a student from our college at your business. We wish you great pleasure with your new trainee.

May we bring forward some explanations and requests concerning the training?

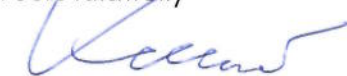
The aim of our college is to train future managers of horticultural businesses. Although theoretical knowledge can be passed on in classes, we are aware of the fact that its application has to be done by the students themselves at the businesses. In order to be successful the experience and insight the students gain at businesses like yours are of great help.

We kindly ask you to let our students gain insight into as many issues as possible regarding management and organisation of your business. Could you, please, point out to the trainee those activities and decisions that are relevant for the foundation and management of the business.

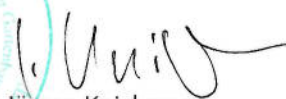
We have assigned our students to ask the managers about the business. We kindly ask you to answer these questions, if possible, and we apologise in advance if some indiscreet ones regarding calculation and finances turn up. These questions will not be asked out of curiosity, but out of interest in the way a business is run.

Our students have to write a report and will need some data. We thank you in advance for your support! Would you please write a confirmation including at least name and address of trainee, name and address of host, starting date and end of traineeship, thank you!

Yours faithfully



Gottfried Kellner  
Director of HBLFA



Jürgen Knickmann  
Responsible for student training