

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to propose a work experience opportunity at [Company's Name]. As a [Your Current Education Level or Job Title] with an interest in [relevant field or profession], I am eager to gain hands-on experience in a professional setting and to further develop my skills.

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I believe that my background in [relevant skills or experiences] would allow me to contribute positively to your team.

During my time at [Your School/Previous Work], I have gained experience in [mention any relevant skills or projects]. I am confident that an internship at [Company's Name] would provide me with the essential skills that will enhance my career development.

I am available [mention your availability: dates and times], and I would appreciate the opportunity to discuss how I can contribute to [Company's Name] while learning from your team.

Thank you for considering my proposal. I look forward to the possibility of working together.

Sincerely,
[Your Name]