

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in obtaining work experience at [Company Name]. As a [Your Current Status, e.g., student, recent graduate] pursuing a career in [Your Field/Area of Interest], I am eager to gain practical experience and learn from professionals in the industry.

I am particularly drawn to [Company Name] because [reason specific to the company or its projects]. I believe that an opportunity to intern or assist in your team would allow me to apply my skills in [relevant skills or knowledge] while contributing to your valuable work.

I am available [mention your availability, e.g., part-time, full-time, specific dates] and am open to any opportunities you might have, whether in an internship capacity or volunteer work. I am enthusiastic about the chance to learn from your team and contribute positively to [Company Name].

Thank you for considering my request. I look forward to the possibility of discussing this opportunity with you.

Sincerely,

[Your Name]