

[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 a work experience opportunity at [Company Name]. I am currently [Your Current Status, e.g., a student at XYZ University studying ABC] and I am eager to gain practical experience in [Field/Industry].

I am particularly drawn to [Company Name] because [Reason for Interest in the Company]. I believe that my skills in [Relevant Skills] and my enthusiasm for [Field/Industry] would make me a valuable addition to your team.

I am keen to learn from the professionals at [Company Name] and contribute to [Specific Project/Goal of the Company]. I am available for [Timeframe or Dates], and I am flexible with working hours.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team while gaining valuable experience.

Sincerely,
[Your Name]