

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in a job shadowing opportunity at [Company/Organization Name]. I am currently [your current education status, e.g., a junior at XYZ High School], and I am eager to gain hands-on experience in [specific field/industry related to the company].

I have a strong interest in [specific area of interest related to the company], and I believe that shadowing a professional at [Company/Organization Name] would provide me with valuable insights into the industry, as well as help me develop my skills.

I am a dedicated and enthusiastic student, and I am willing to learn and assist in any way I can. I am particularly impressed by [mention any specific project, value, or achievement of the company] and would love the chance to observe and learn from your team.

I am available to job shadow on [mention your availability], and I am open to any arrangements that work best for you and your team. Thank you for considering my request. I look forward to the possibility of learning from the talented team at [Company/Organization Name].

Sincerely,
[Your Name]