

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Work Immersion Approval

I hope this letter finds you well. I am writing to formally request approval for my work immersion placement at [Company/Organization Name] as part of my [Specify Program or Course, e.g., Senior High School curriculum].

The work immersion period is scheduled to take place from [Start Date] to [End Date], during which I am eager to learn and gain hands-on experience in [mention specific field or position].

I believe that this opportunity will provide me with valuable insights and skills that are essential for my career development. I am enthusiastic about contributing to your team and am committed to adhering to all company policies and guidelines during my immersion.

Please let me know if there are any forms or additional information required to facilitate this request. I look forward to your positive response.

Thank you for considering my application for this valuable experience.

Sincerely,

[Your Name]  
[Your School/Institution Name]  
[Your Program/Course]