

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

Dear [Recipient's Name],

I am writing to formally request the opportunity for work immersion at [Company/Organization Name] as part of my [school/college] program. I am currently [your current education level] at [Your School/Institution], and am keen to gain practical experience in [specific field or area of interest].

Through this immersion, I aim to enhance my understanding of [specific skills or topics] and apply the knowledge I have gained in a real-world setting. I believe that [Company/Organization Name] is an ideal place for this experience due to [specific reasons related to the company].

I am available for the immersion from [start date] to [end date] and am flexible with the working hours. I am eager to contribute to your team and learn from your esteemed professionals.

Thank you for considering my request. I hope to discuss this opportunity with you soon.

Sincerely,

[Your Name]
[Your School/Institution]
[Your Student ID (if applicable)]