

[Your School/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Work Immersion

We are pleased to confirm the work immersion arrangement for our [students/participants] from [School/Organization Name] at [Company/Organization Name]. The immersion program is scheduled to take place from [start date] to [end date].

During this period, the students will engage in hands-on experiences and learn valuable skills related to [specific tasks or fields]. Our aim is to enhance their practical understanding and readiness for future career opportunities.

We appreciate your support and commitment to providing our students with this invaluable experience. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]