

[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 a letter confirming my work immersion experience at [Company/Organization Name] from [start date] to [end date]. During this period, I had the opportunity to [briefly describe your responsibilities, tasks, or projects completed].

This experience has been invaluable in enhancing my skills in [mention specific skills or areas of knowledge], and I am grateful for the support and guidance provided by your team.

I would appreciate it if you could provide a letter stating my immersion and any relevant details, which would greatly assist me in [explain the purpose, e.g., applying for a program, graduation requirements].

Thank you for your attention to this matter, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title if applicable]