

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

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

Dear [Recipient Name],

Subject: Request for Work Immersion Placement

I am [Your Name], a [Your Grade/Year] student of [Your School/Institute Name], pursuing [Your Course/Program]. As part of our curriculum, we are required to undergo a work immersion experience to gain practical knowledge and skills in our field of study.

I am writing to formally request a work immersion placement at [Company/Organization Name] for the duration of [Specify Duration, e.g., "two months from January 10 to March 10, 2024"]. I am particularly interested in your organization because [Briefly explain why you chose this company and how it aligns with your career goals].

I am eager to learn and contribute to your team by [Mention specific areas or skills you hope to develop]. I believe that the experience I will gain through this placement will be invaluable in my educational and professional journey.

Thank you for considering my request. I hope to hear from you soon to discuss this opportunity further.

Sincerely,

[Your Name]
[Your Grade/Year]
[Your School/Institute Name]
[Your School Contact Information]