

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

Dear [Recipient Name],

I am writing to express my interest in a work experience placement at [Company Name] for [duration, e.g., "the summer of 2024"]. As a [your current status, e.g., "student at XYZ University studying ABC"], I am eager to gain practical experience in [specific field/industry].

I have developed skills in [mention relevant skills or courses] that I believe would benefit [Company Name]. I am particularly drawn to your company because [mention reasons related to the company or its projects].

I am available for an interview at your convenience and hope to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]