

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in a work immersion opportunity at [Company's Name]. I am currently a [Your Year, e.g., sophomore] student at [Your School/University] majoring in [Your Major].

I believe that an immersion experience at your esteemed company would greatly enhance my practical skills and provide valuable insights into the [specific industry or field]. I am eager to learn and contribute to your team.

Please let me know if there may be any available opportunities. Thank you for considering my request.

Sincerely,  
[Your Name]