

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Work Immersion Opportunity

We are pleased to inform you that [Company Name] is offering work immersion opportunities for students from [School/Institution Name]. Our program is designed to provide students with practical experience in [specific field or industry], enabling them to gain valuable insights into the professional environment.

During the immersion period, students will have the chance to engage in various activities, including [list activities/tasks related to the work immersion]. Our team will provide guidance and mentorship to ensure that the students benefit from this experience.

We encourage the selection of motivated students who are eager to learn and develop their skills. The immersion will commence on [start date] and conclude on [end date].

For further details, please feel free to contact us at [phone number] or [email address]. We look forward to collaborating with [School/Institution Name] and providing a meaningful experience for your students.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]