

[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 work immersion opportunity at [Company/Organization Name]. I am currently a [Your Grade/Class/Field of Study] student at [Your School/University], and I believe that an immersion at your esteemed company will provide invaluable practical experience and insight into [specific field/industry].

The work immersion program is an essential requirement for my academic development, and I am eager to learn and contribute to your team. I am particularly interested in [specific area of interest related to the company], and I believe that your organization's commitment to [company values or projects] aligns perfectly with my career aspirations.

I am available for immersion from [start date] to [end date], and I am open to any roles or responsibilities that you may assign. I am keen to learn from your team, and I am committed to giving my best efforts during this period.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your School/University Name]