

[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 hope this letter finds you well. I am writing to formally request the opportunity for work immersion at [Company's Name] as part of [your school's name] requirements for [grade/year level or specific program]. The work immersion program aims to provide students with hands-on experience in a professional environment, and I believe that your company, with its reputable standing in [industry/field], would offer invaluable insight and skills relevant to my studies and career ambitions.

The required duration of the immersion is [number of hours/days or specific dates], and I am eager to learn and contribute during this period. I am particularly interested in [mention any specific department, aspect, or project] and how it aligns with my academic focus on [your field of study].

Thank you for considering my request. I look forward to the possibility of working with your esteemed team and gaining practical experience in [industry/area of interest]. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Warm regards,

[Your Name]
[Your School/Institution Name]
[Your School/Institution Address]