

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], a
[Grade/Class] student at [Your School Name]. I am writing to express my
interest in participating in a work immersion program at
[Company/Organization Name].

The purpose of this immersion is to provide students like myself with the
opportunity to gain practical experience in a professional setting, which
aligns with my career goals in [Your Career Interest]. I am eager to
learn from experienced professionals and apply the skills I have acquired
in school.

I am available for the immersion program starting from [Start Date] to
[End Date]. I believe that working with your esteemed organization would
greatly enhance my understanding of the industry and prepare me for my
future career.

Thank you for considering my request. I look forward to the possibility
of contributing to your team and gaining valuable experience. Please feel
free to contact me at [Your Phone Number] or [Your Email Address] for any
further information.

Sincerely,

[Your Name]
[Your School Name]