

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], a [Your Grade/Level] student from [Your School/Institution Name], and I am writing to request the opportunity for work immersion at [Company Name] as part of our [specific program or course name] requirement.

The work immersion program aims to provide students with firsthand experience in a professional setting, enhancing our skills and knowledge within our chosen fields. I am particularly interested in [specific area related to the company] and believe that [Company Name] would provide a valuable learning environment.

I am eager to contribute positively to your team and absorb as much knowledge as possible during my time at your organization. I am available for [duration of immersion] starting from [start date] to [end date].

Thank you for considering my request. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Course/Program Name]