

[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 express my interest in participating in a work immersion program at [Company/Organization Name] as part of my [course/degree program] at [Your School/University Name].

As a [your year/level of study, e.g., "senior high school student" or "third-year university student"], I am eager to gain practical experience in the field of [specific field or industry], and I believe that your organization provides an excellent opportunity for learning and professional growth.

During my studies, I have developed a strong foundation in [relevant skills or subjects], and I am particularly drawn to [specific aspects of the company or industry]. I am confident that an immersion experience at [Company/Organization Name] will enhance my skills and allow me to contribute positively to your team.

I am available for the work immersion program from [start date] to [end date] and am willing to adapt to your needs regarding scheduling and responsibilities. Thank you for considering my application. I look forward to the possibility of contributing to and learning from [Company/Organization Name].

Sincerely,

[Your Name]  
[Your School/University Name]  
[Course/Program Name]