

[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 placement at [Company/Organization Name] for the duration of [specific time frame, e.g., "June 1 to July 31, 2023"]. I am a [your grade/year, e.g., "high school senior"] at [Your School Name], pursuing studies in [Your Field of Study].

Through this immersion, I hope to gain practical experience and develop skills in [specific skills or experiences you aim to gain related to the field]. I am particularly interested in [mention any specific projects or departments in the company you would like to join].

I believe that my skills in [mention any relevant skills or qualities] will allow me to contribute positively to your team while I learn from experienced professionals.

I have attached my resume for your review. I would appreciate the opportunity to discuss this further and explore how I can contribute to [Company/Organization Name]. Thank you for considering my request.

Sincerely,

[Your Name]
[Your School Name]