

[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. My name is [Your Name], and I am currently [Your Position or Status, e.g., a student at XYZ University, pursuing a degree in XYZ]. I am writing to express my interest in obtaining work experience at [Company's Name].

I am particularly drawn to [Company's Name] because [reason specific to the company or its projects]. I believe that gaining practical experience in such an esteemed organization would significantly enhance my skills and understanding of [relevant field or industry].

I am eager to contribute my [specific skills or relevant coursework] while also learning from the experienced professionals at your company. I am available for a [specific timeframe or schedule] and am willing to undertake any tasks to support your team.

Thank you for considering my request. I look forward to the possibility of discussing this opportunity further. Please find my resume attached for your reference.

Sincerely,
[Your Name]