

Letter of Introduction for Job Shadowing

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current position, e.g., a student at XYZ University pursuing a degree in ABC]. I am writing to express my interest in job shadowing opportunities within [Company Name] in the [specific department or role].

As someone who is passionate about [mention related field or industry], I am eager to gain practical insights into the day-to-day operations of your team and learn from the expertise of seasoned professionals. I believe that observing your work environment will significantly enhance my understanding and help guide my career path.

I am available on [mention specific dates or time frame], but I am flexible and willing to accommodate your schedule. Thank you for considering my request, and I look forward to the possibility of learning from you.

Sincerely,

[Your Name]