

Job Shadowing Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], a [Your Position/Student Status] at [Your School/University]. I am writing to express my interest in job shadowing with [Company's Name] to gain insight into [specific field or role].

I am particularly drawn to your work in [specific project or company initiative], and I believe that observing your team will provide invaluable experience as I consider my career path in [industry or field].

If possible, I would appreciate the opportunity to shadow you or another member of your team for a day. I am flexible with dates and can work around your schedule.

Thank you for considering my request. I look forward to the possibility of learning from your team.

Sincerely,

[Your Name]