Job Shadowing Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current status, e.g., a student at XYZ University, an aspiring professional, etc.]. I have always admired your work in [specific field/industry], and I am eager to learn more about your expertise.

I am writing to formally request the opportunity to shadow you for a day/week, as I believe that observing your daily activities and gaining insights into your professional journey would be incredibly valuable for my career development.

If you are available, I would love to discuss a suitable time and extend my sincerity towards learning from your experiences. I am more than willing to accommodate your schedule and would appreciate any time you can provide.

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

Sincerely,

[Your Name]