

Request for Job Shadowing Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department 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 position, e.g. a student at XYZ University, an intern at ABC Company, etc.]. I am writing to express my interest in job shadowing within the [specific department] at [Company Name].

As someone who is keen on developing skills and gaining insights in [mention specific area or field], I believe that observing and learning from your team would be an invaluable experience. I am particularly interested in [mention specific projects, tasks, or roles relevant to the department].

I would greatly appreciate the opportunity to spend a day or a few hours shadowing you and your team. I am flexible with dates and can adjust to your availability. Thank you very much for considering my request.

I look forward to your positive response.

Sincerely,

[Your Name]