

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. My name is [Your Name], and I am currently [your current status, e.g., a student at XYZ University, seeking practical experience in the field of XYZ]. I am writing to express my interest in a job shadowing opportunity within your esteemed organization.

Having researched [Company's Name], I am particularly impressed by [mention any specific project, value, or aspect of the company that appeals to you]. I believe that observing your team's work firsthand would provide invaluable insights and greatly enhance my understanding of the industry.

I would be grateful if you could accommodate me for a day or two of job shadowing. I am flexible with dates and can adjust to your availability. I assure you that I will be respectful of your time and the work environment.

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

Sincerely,

[Your Name]