

# Request for Job Shadowing Opportunity

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[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 academic status, e.g., a student at XYZ University or a recent graduate]. I am reaching out to express my interest in the possibility of shadowing you for a day in your role as [Recipient's Position].

As I aspire to build a career in [related field/industry], I believe that gaining insight into your day-to-day responsibilities and the challenges you face would be incredibly beneficial for my professional development. I am particularly interested in [specific aspects of the role or company], and I would greatly appreciate the opportunity to observe and learn from your expertise.

If possible, I would be grateful if we could schedule this job shadowing experience at your convenience. I am flexible with dates and can adjust to your schedule. Thank you for considering my request. I look forward to the possibility of learning from you and appreciate your time.

Sincerely,  
[Your Name]