

# Job Shadowing Experience Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in pursuing a job shadowing opportunity with [Company Name] in the [specific department/role] for [duration of shadowing, e.g., one week]. As a [your current status, e.g., student, recent graduate] in [your field of study, e.g., business administration], I am eager to learn more about the day-to-day operations and gain practical experience in the industry.

I admire [Company Name] for [specific reason related to the company or its values]. I believe that shadowing a professional in your team will provide invaluable insights and help me develop the skills necessary for my career.

Thank you for considering my request. I am looking forward to the possibility of learning from your esteemed team. Please let me know if we can discuss this further.

Sincerely,

[Your Name]