

# Proposal for Job Shadowing Mentorship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization 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 current position or status, e.g., a student at XYZ University, a recent graduate, etc.]. I am writing to propose a job shadowing mentorship opportunity so that I may gain valuable insights and experience in [specific field or industry].

I have a strong interest in [specific interest related to the field] and believe that shadowing you would provide me with a remarkable opportunity to learn from your expertise and experience within [Company/Organization Name]. I am particularly drawn to [mention any specific projects, initiatives, or values related to the company].

During this mentorship, I hope to observe your day-to-day activities and engage in discussions that will enhance my understanding of the industry. I am flexible with timing and can accommodate your schedule to make this experience possible.

Thank you for considering my proposal. I look forward to the opportunity to learn from you and contribute in any way during the mentorship. Please feel free to reach out to me at your earliest convenience.

**Sincerely,**

[Your Name]