

Letter of Solicitation for Job Shadowing Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's 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 a [your year, e.g., sophomore] at [Your School/University], pursuing a degree in [Your Degree]. I am writing to express my interest in the possibility of job shadowing with [Company Name].

I am keenly interested in [specific field/position] and believe that shadowing a professional in this field would provide invaluable insight and guidance as I explore my career options. I admire [Company Name] for [specific reason related to the company], and I would love the opportunity to learn from your team.

I am available on [insert your availability], and I am more than willing to accommodate your schedule. Thank you for considering my request. I look forward to the possibility of discussing this in more detail.

Sincerely,

[Your Name]