

# Request for Internship Shadowing Experience

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to express my interest in pursuing an internship shadowing experience at [Company/Organization Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to gain practical insights and hands-on experience in the [specific area/field].

I have a strong passion for [mention relevant skills/interest], and I believe that observing and learning from professionals at your esteemed organization would greatly benefit my academic and career aspirations.

I am particularly interested in [mention specific department or project], and I would be grateful for the opportunity to shadow a member of your team for a limited time. I am flexible with dates and can adjust to accommodate your schedule.

Thank you for considering my request. I look forward to the possibility of learning from your team and contributing in any way I can.

Sincerely,

[Your Name]