



Date _____

Dear Mr. Mrs. Miss, Dr. _____,

I am a (Freshman, Sophomore, Junior, Senior) at _____ High School and exploring careers on the Your Future Fox Cities website. I would like to request a _____ (job shadow, informational interview, internship) opportunity in _____ (career area) with your company. I understand that your time is very valuable, and I would like to set up an appointment at your convenience. This experience will help me decide if a career in _____ (career area) is right for me and if this is something I would enjoy doing. I look forward to hearing from you soon.

Respectfully,

(Your Name)