Your Home address 1

Your Home address 2

Your Postcode

Your Telephone Number and/or email address

Date you sent the letter in the format Date Month Year, eg. 3 October 2022

Company Contact name (HR Manager, Recruitment Manager or Manager)

Company Address line 1

Company Address line 2

Company Postcode

Dear *Name* or Sir/Madam

WORK EXPERIENCE

My name is *(your name)* and I am a student from Church Stretton School. I will be completing my work experience from Monday 17 July to Friday 21 July 2023 and am looking to find my own placement. I am hoping that you can offer me a placement within your company/organisation. The reason why I would like to complete my placement at *(company name)* is (Explain why you have chosen to write to them e.g. I am interested in finding out more about….. or I would like to gain experience in….. ). You can also use this section to show what you know about the company: At school I am studying…. Or my hobbies and interests are……… (Tell the company a bit about yourself; include any responsibilities that you have, both in and out of school).

Should you wish to contact my Work Experience co-ordinator regarding my enquiry, or this letter, please email Matthew.Lowe@csschool.co.uk, or call Mr M Lowe on 01694 722209. Also, to let you know, to take up a hopeful offer of work experience, it is a necessity that your company has Employers’ Liability Insurance in place.

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person’s name)

*(Sign here)*

Print your name

Don’t forget: Presentation is very important; Double check your spellings, especially things that don’t show up on spell check (e.g. names and addresses); get someone to check your letter before you send it.