**Your name**

**Your address**

**Telephone/contact number**

**Date**

**Name of prospective placement provider**

**Address of prospective placement provider**

Dear whomever it may concern, **(or name of specific person who will deal with this letter)**

**Work Experience: 11th July – 15th July 2022**

I am a Year 10 student currently seeking a placement for work experience for the week commencing 11 July 2022. I am interested in a career in **……………….** and would be very grateful if you were able to offer me a placement at your business. I am really passionate about becoming a ……… and therefore any experience that you can offer me would be invaluable.

I understand that I would have to abide by your rules and my working hours would not be the same as my school hours.

(**Write a bit about yourself – do you enjoy sport, reading, are you a member of groups outside school?)**

I attend William Perkin Church of England High School in Ealing and the member of staff to contact with regard to work experience is [name] or [form tutor] and their email is listed down below, if you should have any specific questions with regard to the scheme.

If you would like to meet me before offering a place, then please phone me or write to me on the details above.

You can contact the following contact for reference:

Work Experience: [email]

Ms XX: [Form Tutor]

Yours faithfully (**if you have not addressed the letter to a specific person)**

Yours sincerely (**if you have name of person responsible – e.g., Dear Mrs Jones**)