**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 10th July 2017. 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 Ada Lovelace Church of England High School in Ealing, North Ealing and the member of staff to contact with regard to work experience is Miss Marr, if you should have any specific questions with regard to the scheme 02035400200.

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

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**)