**Work experience letter template**

[Your name]

[Address]

[Postcode]

[Date]

[Employer’s name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a year 10 student from St Martins School. I would like to enquire about a potential work

experience placement at [company name], which I will be available to carry out for 4 days from Monday 17th – Thursday 20 July 2023.

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning

for pursuing a placement with this specific company and field].

In my spare time, I like to [list relevant hobbies and interests], and I’ve also had some experience

in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [name career area], I would be very grateful to be

considered for an opportunity at [company name].

If you require any further information please contact my school careers lead Ms Weaver at reception@stm.318education.co.uk If you are in agreement, my school will contact you in order to set up any checks that are required.

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

 