

## Template letter to an employer requesting a work experience placement

Date

Home address

Postcode

Email

Contact Telephone No

Contact name (HR Manager, Recruitment Manager or Manager)

Company address

Postcode

Dear Name or Sir/Madam

I am a student from Ludlow School and I will be completing my work experience from July.... to .... 2023. I am hoping that you are able to 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)

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the persons name)

*(Your signature)*

Your name (printed)

### Don't forget:

- Presentation is very important
- Double check your spellings, punctuation and grammar
- Ask someone to check your letter before you send it (Parent, Tutor)