

YOUR ADDRESS
POSTCODE

YOUR EMAIL ADDRESS AT SCHOOL

DATE

CONTACT POSITION OR NAME
COMPANY'S ADDRESS
COMPANY'S ADDRESS
COMPANY'S ADDRESS
POSTCODE

Dear Sir or Madam (or name if known)

Work Experience 2019

I am a Year 9/10 student studying at The Pingle Academy in Swadlincote. As part of my careers education programme, I am encouraged to seek a work experience placement. I am therefore writing to ask if I may be able to attend your organisation for one week's work experience on:

8 – 12 April 2019

If you are able to take me for the week, please contact me at the above email or postal address. I enclose an s.a.e. (*stamped self-addressed envelope – don't forget to include it with the letter!*) for convenience.

Thank you.

Yours faithfully (or sincerely if name is known)

YOUR SIGNATURE

YOUR NAME PRINTED CLEARLY