

Your Home address 1  
Your Home address 2  
Your Postcode  
Your Telephone Number and/or email address

Date you sent the letter in the format Date Month Year, eg. 3 October 2023

Company Contact name (HR Manager, Recruitment Manager or Manager)  
Company Address line 1  
Company Address line 2  
Company Postcode

Dear *Name or Sir/Madam*

#### WORK EXPERIENCE

My name is (*your name*) and I am a student from Church Stretton School. I will be completing my work experience from Monday 15 July to Friday 19 July 2024 and am looking to find my own placement. I am hoping that you can 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).

Should you wish to contact my Work Experience co-ordinator regarding my enquiry, or this letter, please email [Matthew.Lowe@csschool.co.uk](mailto:Matthew.Lowe@csschool.co.uk), or call Mr M Lowe on 01694 722209. Also, to let you know, to take up a hopeful offer of work experience, it is a necessity that your company has Employers' Liability Insurance in place.

I look forward to hearing from you.

Yours faithfully or Yours sincerely (if you know the person's name)

(*Sign here*)

Print your name

Don't forget: Presentation is very important; Double check your spellings, especially things that don't show up on spell check (e.g. names and addresses); get someone to check your letter before you send it.