

EXAMPLE OF A LETTER

Your Name
and
Address

Telephone number
Email Address

Date

Company Name
and
Address

Dear Sir/Madam,

Currently I am in Year 10 at Ormiston Ilkeston Enterprise Academy studying for my GCSEs. As part of my Year 10 curriculum I have the opportunity to undertake one week's work experience placement from **8th – 12th April 2019**.

I am extremely interested in **(Childcare/Car Maintenance/Construction)** and would like to do some relevant work experience in order to gain a real understanding of what this type of work involves.

Therefore, I would like to ask if it might be possible for me to gain some work experience at **(name of company)** during the dates above.

I look forward to hearing from you and thank you for any help you may be able to give me.

Yours sincerely

(Sign your name here)
James Brown

(NOTE: Please change all print in red to your appropriate details, removing brackets and turning the print back to black).