*Sample letter / email to an employer requesting a work experience placement*

*One side of A4 max*

Your name

Home address 1

Home address 2

Postcode

Email (sensible address)

Home Telephone no

Contact name (HR Manager, Recruitment Manager or Manager)

Company Address line 1

Company Address line 2

Postcode

Dear Name or Sir/Madam,

I am currently a sixth-form student at Queen Elizabeth High School, Hexham, where I have been given the opportunity to complete some work experience from Monday 10th to Friday 14th February 2020. I am therefore hoping that you will be able to offer me a placement within your company / organisation and I offer the additional information to support my request.

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 back from you and please do not hesitate to get in touch if you require any further information.

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

*(sign here)*

Type your full name here