

Add this letter as an attachment to an email and write something like:  
*Dear name*  
*Please see attached a letter regarding work experience.*  
*Regards,*  
*Your name*  
Delete this text box

Your address  
Address  
Postcode  
Contact phone number  
Contact email

Date

Company Address  
Address  
Postcode

**Re: Work experience**

Dear **Mr/Mrs/Ms Surname** (Use **Sir/Madam** if you don't know surname, but try and find out)

I would like to take this opportunity to introduce myself and enquire about the possibility of attending one week of work experience at your company in June 2020. My name is **add name** and I am in **add year**. My favourite subjects at school are **add subjects**. Outside of school, I really enjoy **add activities and some information about them**. I am very keen to work in **add type of business** because **add reason**. When I leave school, I would like to **add details**.

I would be happy to come and meet you and find out more about your business. If I am offered the opportunity of gaining valuable work experience, I can guarantee that I will work hard to ensure I contribute to the team.

I look forward to hearing from you.

Yours sincerely (**Yours faithfully** if addressed **Sir/Madam**)

Your name

(Make sure you change all red text for black and double check grammar and spelling before sending it)