

MODEL LETTER FROM PUPIL TO POTENTIAL WORK EXPERIENCE PROVIDER (EMPLOYER)

(Put your name and address, e-mail address and/ or telephone number in the centre or on the right-hand side of the letter)

eg John Smith
2 Woodland Road
Lawrence Weston
BRISTOL
BS11 2PE
e-mail: johnsmith@hotmail.co.uk
Mobile: 07896543210

(Put the name of the person (if known) and the address of company you are writing to)

eg Mrs T Grant
C & J Services Ltd
14 Cliff Street
Thornbury
BRISTOL
BS32 8HY

Put the Date here eg 26 November 2015

Dear **(Use name of person, if known eg Mrs Grant, or if not, use Dear Sir/Madam)**

I am a 15 year old pupil at St. Katherine's School. We have the opportunity of spending a week on work experience from 11-15 July 2016.

I am studying **(Insert your subjects here)**.

I am interested in **(Say the type of work eg carpentry or working with children)** and I would be grateful for the opportunity to spend a week with you / gaining some insight into the world of work / to find out if it is the type of work I would like to do when I leave school **(Select a reason/s and explain here why you are interested in working with this company)**.

The person responsible for work experience at my school is Mrs Pearce and the phone number for the school is 01275 373737.

Thank you for your consideration of this letter and I look forward to hearing from you.

Yours faithfully/sincerely **(Use faithfully if you have used Dear Sir/Madam or sincerely if you have used the person's name)**.

Sign Name Here

eg *J H Smith*

Type Name

eg John Smith