Dear... / To whom it may concern

****Re: Year 10 Work Experience Week – 30th June to 4th July 2025****

I hope this letter finds you well.

My name is... and I am a Year 10 student at Ormiston Six Villages Academy. Our Work Experience Week is taking place from ****Monday, 30th June to Friday, 4th July** and I was hoping you would be able to offer me a placement for the week.**

**I am interested in working with you at... because...**

**My favourite subjects at school are... and in my spare time I like to...**

**In the future, I would like a career that involves... (eg: working with young people; the legal profession; construction; travelling)**

**Please let me know if a placement with you is something you might be able to offer. You can contact me via this email, or my phone number is...**

**Kind regards**

**Your Name**