

Your address

X

X

X

Telephone Number

Email address

Date

Name (try to find out who runs the company) or The Manager

Address of company

X

X

X

Dear Mr/Mrs/Ms \*\*\* (if you know the name) or Sir/Madam (if you do not),

**Begin your letter** - in the first paragraph explain who you are and why you are writing the letter. Include the date of the work experience week (13<sup>th</sup> to 17<sup>th</sup> July 2020).

**Next paragraph** – tell them what type of placement you are looking for and include any facts, details or experiences that might support your request.

**Last paragraph** – thank the person for reading your letter and ask that they contact you to let you know if they have a placement to offer you.

Yours sincerely, (if you know the name)

Yours faithfully, (Dear Sir/Madam)

*(Signature)*

Your name in full

**Once you have completed your letter – check and double check for spelling mistakes and punctuation** (ask your parents or a member of the school staff if you need help with this).