**SAMPLE OF WORK EXPERIENCE LETTER FOR STUDENTS TO SEND EMPLOYERS**

Your address

Telephone Number

Date

Dear Mr/Mrs/Miss/Ms then type the person’s second name (*try and find out the name of the person to whom you are writing)*

Work Experience Placement 18th July – 22nd July 2022 (Monday – Friday)

I am a Year 10 student at Oldbury Wells School and I am writing to ask if it would be possible to spend my work experience placement with you.

I am interested in working with you because ……….... (*tell the employer that you are going to do this kind of work after your education or that you are just interested in learning more about the particular industry/trade etc.)*

I would be available to come for an interview at your convenience.

Should you have any queries relating to my school’s work experience programme, please contact Tom Williams, Assistant Head, at Oldbury Wells School on email: [tom.williams3r@oldburywells.com](mailto:tom.williams3r@oldburywells.com) or telephone 01746 765454.

I look forward to hearing from you.

Yours sincerely

*Sign your name*

Type or print your name under your signature so that the person knows exactly who you are!

*You could also mention hobbies in your letter and if you are already doing a Saturday job etc.*