

YOUR ADDRESS  
IN LINE  
DOWN THE PAGE  
POSTCODE

NAME OF PERSON  
NAME OF FIRM  
ADDRESS  
IN FULL/ IN LINE  
DOWN THE PAGE  
POST CODE

DATE IN FULL

Dear Mr/Mrs (NAME OF PERSON)

**Request for Work Experience (insert appropriate dates depending upon your tutor group)**

I would like to ask if I can come to \_\_\_\_\_ for Work Experience on \_\_\_\_\_ I am very interested in an occupation dealing with \_\_\_\_\_ as/because (*add why you would like a work experience placement at this particular company*) \_\_\_\_\_

I am (*age*) years old and I currently attend Great Torrington Community School Sports College. I am (*list some of your personal skills and qualities e.g. friendly, reliable, hard working, enjoy meeting people etc.*) My interests include (*write any down that may help with your application*)

If it is possible for me to undertake my Work Experience at your company, would you like me to attend an interview/ visit before my starting date so that we can discuss the details of my placement? I can be contacted on telephone number \_\_\_\_\_

I look forward to hearing from you.

Yours sincerely

Signature  
(PRINTED NAME)