**EXAMPLE LETTER OF APPLICATION**

Your address:

(Address line 1)

(Address line 2)

(Town)

(Post code)

(Today’s date)

Name of contact and address of company:

(Name)

(Company name)

(Address line 1)

(Address line 2)

(Town)

(Post code)

Dear (Name)

Re: Work Experience

I am writing to enquire whether you could take me for work experience from the 21st to 25th March 2022.

I am (14/15) years old and am currently studying the following subjects at Holmes Chapel Comprehensive School: (list the subjects you are studying).

I would like to do a work experience placement with your business because (give lots of reasons why you are interested in the business, and talk about your skills and qualities).

If you are willing to take me for work experience, please could you complete the enclosed self placement form and attach a copy of your employer’s liability insurance and return it to me at the above address.

Alternatively, you can contact me on (your telephone number) or contact the school’s work experience coordinator Mr Baker on 01477 410500 or by email at [graham.baker@hccs.info](mailto:graham.baker@hccs.info).

Yours sincerely,

(Sign here in black ink)

(Type your name here)