WORK EXPERIENCE E-MAIL
TEMPLATE 1

Dear [*Manager's Name or Sir/Madam*]

I am a Year 10 student at Castle View School, currently studying [*list your key GCSE subjects, e.g., English, Maths, Science, and Art*].

I am writing to enquire about the possibility of a work experience placement with [Company Name] from Monday 12th to Friday 16th July 2027.

I am very keen to gain practical experience in [*chosen industry/field*] because [*mention a specific reason, such as your passion for the subject or an aspect of the company's work that you admire].* At school and in my free time, I have developed skills in [*mention 1–2 skills, e.g., communication, problem-solving, or teamwork*], which I demonstrated when [*give a brief real-life example, like working on a group project or helping out in a club*].

Thank you very much for your time and consideration. I look forward to the possibility of hearing from you.

Yours sincerely
[Your Full Name]
[Your School Email Address]