Please find below an example of an email you can fit to your requirements:

Dear Sir/ Madam, (if you can find out the name of the person in advance, this will look

much better)

I am a Year 10 student at St Joseph’s College and I am looking for a work experience

placement in the Summer term to undertake on the 12th and 13th July.

I am writing to see you if you might consider hosting me at your company to allow me to gain an

insight into the XXXX industry.

I am really interested in a career in XXXX and I hope that work experience in your organisation will give me an idea of how to work towards this goal and the qualifications I need to take in the future.

I would like to add that I am a conscientious and hardworking student, I have a strong attendance record at school and I am always on time.

In my spare time, I ........... (for example, create YouTube videos and have gained forty subscribers in the last three months OR In my spare time I help my Dad in his shop so I have plenty of customer service experience and I am used to handling payments OR I am reliable and trustworthy and work for a number of families in my area providing regular babysitting service OR I compete regularly in sports fixtures for my college team......)

I am available for a telephone or face to face interview if preferred before you agree to a placement, I would be very happy to attend if needed.

If you need any other information from me or my school, please let me know.

I look forward to hearing from you.

Yours sincerely /faithfully, (“Yours sincerely” if you know the name of the person / “Yours faithfully” if you use Dear Sir / Madam)