Company Name Your Door Number and Road

Office Number and Road Your Town

Town Your County

County Your Postcode

Postcode

The Date

Dear Sir or Madam *(or the name of the person you are writing to if you know it).*

RE: Work experience July 2023

I am a student at St Jospeh’s College and I am writing to enquire as to whether you would be in a postion to able to offer me a work experience placement, on 12th and 13th July. I am a Year 10 student aged.........

I am specifically looking for a placement at a veterinary practice as I intend to go to university to study Veterinary science and hope to eventually become a vet myself. In support of this, I have a great love of all animals and I have gained a lot of experience in caring for them.

For example, at home I currently have a rabbit, a guinea pig and a cat. In the past I have also owned two hamsters. In addition to this, , I have also gained a lot of experience of feeding and caring for lambs, sheep and other animals in the holidays where I volunteer at a local farm.

I would be very grateful if you could let me know if you are in a position to be able to offer a placement as soon as possible and by the XXXX , as I will need to inform my school by then. If you would prefer for me to attend an interview, I can be available any day after school from 4pm, with more flexibility on Saturdays.

Thank you for taking the time to read this letter and I look forward to hearing from you soon.

Yours Faithfully (or Sincerely if you have started with their name)

Name *(, leave a space for the signature above but type it here in case they can’t read your signature!)*