

To whom it may concern,

My name is *(Full name)*, and I am a Year *(10)* student at Huntington School in York. I am currently studying a range of Level 2 qualifications including *(list your subjects or the most important ones to the work experience)*.

In the future, I am interested in working in / studying *(give a job role or area of study)*, so I am keen to gain some work experience in this area.

OPTIONAL: From my research I understand that you are *(say something nice about them to show you have done some research – just look on their website/social media)*, so I would love the opportunity to undertake a work experience with your *(company/restaurant/business etc.)*.

My work experience is between Monday 14th July and Friday 18th July 2025. If you feel that you would be able to allow me to undertake some work experience *(at firm name / with you / within your company etc.)*, please could you respond to this email so we can discuss it further.

Thank you for taking the time to read this email. I hope to hear from you, but if you are unable to help on this occasion, I wish you all the very best for the future.

Kind Regards