

Dear _____

I am a Year 10 student at Notre Dame High School and I am writing to you because I am seeking a 5 day work placement from Monday 6th July - Friday 10th July 2026. I am interested in gaining valuable work experience at your place of work and I was hoping that you may be able to support me in this.

I am drawn to gaining work experience at (state where/what it is) because (explain why you want to get work experience there)

I am (explain what your positive qualities/strengths are – e.g. good with people, organised, reliable, good with numbers)

I do hope you will consider my request and I look forward to hearing from you.

Kind regards,

(Your Name)