

# How to: Write a business letter

**John Doe**  
St Paul's Academy  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Employer's Name / Sir or Madam],

**Re: Year 10 Work Experience Placement**

I am writing to enquire about the possibility of undertaking a work experience placement at your company. I am currently a Year 10 student at St Paul's Academy, and my school has arranged for all students to participate in a work experience programme from **[Insert Dates]**.

I am particularly interested in working with your organisation because **[insert a reason – e.g., I admire the work you do in the field of... / I'm very interested in learning more about the industry you are part of / I have seen your recent work on social media or in the news and would love to be part of your team for a week]**.

This opportunity would give me valuable insight into the world of work and help me better understand what skills and qualifications I might need for a future career in **[insert industry or role of interest]**.

I would describe myself as a responsible, enthusiastic and hard-working student. I have **100% attendance and punctuality**, and I always try to give my best in everything I do. I am also involved in **[mention any relevant clubs, activities, or experiences]**, which I believe demonstrate my commitment and reliability.

I would be very grateful if you would consider hosting me for my work experience. If you need any additional information, or if you'd prefer to speak with me or a teacher at my school beforehand, I would be happy to provide contact details or arrange a meeting.

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

Yours sincerely,

**John Doe**

Rule: Yours Sincerely -when you know the name of the person

Yours Faithfully –when you use Dear Sir / Madam

Ms Jodie Tsung  
Pure Water Ltd  
18 Carrington Road,  
London,  
SE27 1HF

**21st April 2025**

Dear Ms Tsung / Jodie / Sir or Madam,  
My name is **John Doe**, and I am a Year 10 student at **St Paul's Academy**. I am writing to enquire about the possibility of undertaking a **work experience placement** at your company. As part of our school programme, I will be available for placement during the week of **[insert dates]** this summer. I am particularly interested in gaining experience in the **[insert industry, e.g., media, law, healthcare, engineering, etc.]** sector, as I am considering a future career in this field. I believe that spending time at your organisation would give me valuable insight into what the role involves and help me understand the qualifications and skills I will need to pursue it in the future.

I would describe myself as a **conscientious, hardworking and motivated student**, with **100% attendance and punctuality**. In my spare time, I [insert your activity, e.g., run a small YouTube channel with growing followers, assist my father in his shop where I've gained experience in customer service and handling payments, regularly babysit for local families, or play for a local football team—highlighting my teamwork and reliability].

If you would like to speak to me or arrange an informal interview before making a decision, I would be happy to do so. I can be contacted on **[insert phone number]** or by email at **[insert email address]**.

I have attached a copy of my CV, which outlines my skills, interests and achievements in more detail.

Thank you very much for considering my application. I look forward to hearing from you.

Yours sincerely,  
**John Doe**  
Enc. CV

**John Doe**  
St Paul's Academy  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]

Your contact details

The name and address of the employer

Date

You can start with first name, Mr, Ms or Mrs or Dear Sir / Madam if you do not have their name

Tell the employer what you want to do, why you want to do it, the dates you have WEX and be confident about "selling yourself" to the employer....

Contact details so the employer can phone or email you.

Rule: Yours Sincerely - when you know the name of the person  
Yours Faithfully – when you use Dear Sir / Madam

If you are enclosing your CV, add Enc. And remember to add it!