

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[phone number]  
[email]

[Date]

[Recipient Name]  
[Title]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to you to ask if for an unpaid work experience placement at [Company Name] for one week between ..... until .....

I am interested in finding a position as a [job title] or going to university to study (uni course) where I can develop my skills in (area of interest) and improve my knowledge of [area of knowledge].

**Say a little about yourself (age, languages, what you have done work wide etc).**

Regardless of whether you are able to help me in my search for a placement, I appreciate your time in considering my request.

Sincerely,

[Your Name]