

[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]