

**EXAMPLE LETTER - IF YOU HAVE HAD A YES ON THE
TELEPHONE OR BY LETTER AND YOU NEED TO SEND THE
COMPANY THE WORK EXPERIENCE PAPERWORK**

'Your Name and Address'

'Contact Name'
'Company Address'

'Date'

Dear *'Contact Name'*

RE: Work Experience Monday 11 - Friday 15 July 2016

Thank you for allowing me to do my Work Experience at your establishment. I am very much looking forward to it.

Please can you complete and return the enclosed Work Placement Form either to myself or the school.

Once again thank you for your kind offer.

Yours sincerely

'Sign Name'

'Print Name'