

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for a work experience opportunity at [Company's Name]. I am currently [your current situation, e.g., a student at XYZ University studying ABC], and I am eager to gain practical experience in [specific field/industry].

I am particularly drawn to [Company's Name] because [reason for your interest in the company, e.g., its innovative projects, company culture, etc.]. I believe that my [mention relevant skills or experience] would make me a valuable addition to your team.

I am available for a work experience placement during [specific dates or time period] and would be grateful for the opportunity to contribute to [specific team or project] while developing my skills further.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail.

Sincerely,  
[Your Name]