

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, Postcode]

Dear [Employer's Name],

I am writing to express my interest in arranging a work experience placement with [Company Name] as part of my GCSE studies. I am currently a student at [Your School's Name] and am eager to gain practical experience in [Industry/Field].

I am particularly drawn to [Company Name] because [reason specific to the company or its projects]. I believe that this opportunity will not only enhance my understanding of the [specific industry/field] but also allow me to develop important skills such as [mention relevant skills].

Throughout my studies, I have developed a keen interest in [relevant subjects or skills], and I am eager to apply my knowledge in a real-world setting. I am a hardworking, enthusiastic learner who is committed to making the most of this experience.

I am available for work experience during [specific dates or time frame], and I am flexible with my hours. I would be grateful if we could discuss the possibility of a placement at your earliest convenience.

Thank you for considering my application. I look forward to the possibility of contributing to your team and gaining valuable insights from your organization.

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]