

Dear (TITLE + NAME),

RE: Plume Academy Year 10 Work Experience programme

Dates: Monday 13 July to Friday 17 July 2026

I hope you have time to read my email send (add date you sent 1st email) regarding my enquiry about the possibility of being able to complete my 7 day work experience with you from the (Add the dates This year it is 13th to 17th July 2026). I would really welcome the opportunity to be able to talk or meet you in person to be able to discuss any opportunities they might be within your company.

If, following my email, you feel that you are able to provide a placement or would like me to contact you to arrange an interview, please can you kindly contact me via my school email address (EMAIL ADDRESS).

Thank you very much for your time and I look forward to hearing from you.

Yours sincerely,

(NAME)