Dear (TITLE + NAME),

**RE: Plume Academy Year 10 Work Experience programme**

**Dates: Monday 14 July to Tuesday 22 July 2025**

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 14th to 22nd July 2025). 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)