

Ms / Mr (Your Full Name)
123 Your Street
Your City
Your Postcode
no_reply@example.com
Contact Number

(Insert Date, Month, Year)

Dr (X)
Hospital / Practice Name
123 Address Street
City,
Post code

Re: Work Experience Placement Request

Dear Dr (X),

My name is (full name) and I am currently a year (number) student at (school name). My interest in (interest/s) was sparked whilst (brief). This encouraged me to delve deeper and learn more about (insert aims of carrying out work experience at this place specifically).

I would really appreciate it if I could be given an opportunity for a work experience placement at/ in (i.e the maxillofacial sector at Royal Derby Hospital), preferably from (give ballpark dates if holidays / if flexible then state this). I am considering a career in Dentistry when I leave school; an opportunity of work shadowing at your (hospital/ practice/ lab) will give me valuable insight into (Dentistry / Medicine) helping me make decisions for my future career.

I am a/an (adjectives to describe yourself) student, with (i.e a good attendance record at school). Knowing that my (insert final words to conclude why you would be a suitable visitor for their practice/ hospital in terms of your nature), I will make a successful career in Dentistry.

I have attached a copy of my CV for your attention. Should you require further information please do not hesitate to contact me by phone or email, detailed as above.

Thank you for your consideration. I look forward to hearing from you.

Yours faithfully,

(Your Full Name)