

Y10 Work Experience Request Template 2025/26

To whom it may concern,

My name is (Full name), and I am a Year 10 student at Huntington School in York. I am currently studying a range of Level 2 qualifications including (list your subjects or the most important ones to the work experience).

In the future, I am interested in working in / studying (give a job role or area of study), so I am keen to gain some work experience in this area.

From my research I understand that you are (say something nice about them to show you have done some research – just look on their website/social media), so I would love the opportunity to undertake a work experience with you.

My work experience is between Monday 13th July and Friday 17th July 2026. If you feel that you would be able to allow me to undertake some work experience with you, please could you respond to this email so we can discuss it further.

Thank you for taking the time to read this email. I hope to hear from you, but if you are unable to help on this occasion, I wish you all the very best for the future.

Kind Regards