**Introduction Letter for work experience template**

Recipients address

Your address and contact details

Date

Objective: To gain work experience at (Insert company name)

Dear (insert full name),

I am writing to request the opportunity of doing work experience at (insert company name).  
Currently studying (insert course name) at (name of institution), I want to further my knowledge and gain more skills and expertise in this particular field that I know I can achieve at your company.

Having chosen this subject to study, I have a real passion for this area and I have achieved many accolades during my time at university (list appropriate accolades)

I am looking for a work experience placement of around three months, hopefully commencing at the start of summer.

I would appreciate it if you could consider this opportunity as I feel I would learn a lot from a company which is so prominent in this industry.

Thank you for taking the time to consider my letter and if you would like to discuss a possible placement please contact me using the contact details above.

Yours sincerely,

(Sign and print name)