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To Whom It May Concern:

The following pupil ­ from Hillhead High School has been given permission by the Head Teacher to approach you company/organisation to enquire if you can offer an opportunity for one week’s Work Experience.

In the Instance your company/organisation is in a position to offer a placement to this pupil for the requested week, it would be much appreciated if you could supply the following details.

|  |  |
| --- | --- |
| **Name of Company** |  |
| **Type of Opportunity** |  |
| **Hours** |  |
| **Contact Person** |  |
| **Contact Position** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Address and Postcode** |  |
| **Proposed Dates- 6 weeks minimum notice required** |  |

Where necessary a member of Glasgow City Council’s work experience team may get in contact with you to progress further detail. The Work Experience programme is a very valuable and worthwhile exercise for all our pupils and is greatly beneficial to them in their preparation for the work of work.

I would like to this this opportunity to thank you on behalf of Glasgow City Council, Education Services for your co-operation in this matter. Please do not hesitate to contact me on the below details if I can be of any further assistance in this matter.

Yours Sincerely

Jack Richardson

Principal Teacher of Skills and Achievement

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