

My Name,
Address,
Address,
Co. Wexford.

_____, 2019

My Employer,
Address,
Address,
Co. Kildare.

Re: LCA Work Placement

Dear Mr/ Ms X,

Paragraph 1: Give your name, that you are a LCA student and also tell them what school you are attending. Explain what the LCA programme is and also let the potential employer know that work placement will be every Tuesday.

Paragraph 2: Tell the potential employer why you would like to complete your work placement with their business. Explain at least 3 skills that you have that will benefit you working there.

Paragraph 3: Tell them you will be covered by the school insurance when you are completing the placement.

Paragraph 4: Tell them that if they have any other questions, to contact the school (give the name of the school and the school contact number).

Paragraph 5: Tell them that you will look forward to hearing from them.

Yours sincerely,

My name