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My Town
My County ME1 7IV
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Pooter's Theatre Co
16 Main St
Anytown
Countyshire PO5 7CO

Dear Joanne Bloggs

I am an A-level student, studying at Suchandsuch School and would be really interested to do some work experience with Pooter's Theatre Co. I've been to see a few of your shows in the past – I really liked your version of A Midsummer Night's Dream last year!

Having looked at your website, I see that you sometimes offer placements to students and I think I would be a good candidate for that. I have taken part in a few school shows, and also got involved in the carnival last summer, helping organise the younger children, plus making costumes and props.

My main interest area in theatre is youth theatre work. I've been encouraged by my English teacher and inspired by shows I've seen. Without that I wouldn't even be thinking about working in theatre, so I'd like to maybe be able to pass that on to other young people.

If you were able to offer me a placement, I think my school would have to write to you to make the final arrangements. At the moment, I was thinking that I might be available in either my February half term or Easter holidays.

You can contact me on 01499 xxx xxx or by emailing
hfarmer@hotmail.com

Thanks for taking the time to read my letter.

H Farmer