Dear \_\_\_\_ (*employer’s title/name –* ***e.g.*** *Dear Mr Jones*),

My name is \_\_\_ and I attend the Queen Elizabeth’s Academy in Mansfield. Earlier in the year, you kindly accepted my request for a work experience placement at \_\_\_\_\_ (*enter the place you were going to work,* ***e.g.*** *Mansfield District Council*) during the week Monday 15th to Friday 19th June 2020. It is with regret however, that the decision has been made by my Academy to cancel work experience this year, in light of the current pandemic.

I would just like to thank you for the opportunity that you offered to give me in the field of \_\_\_ (*insert job type/area –* ***e.g.*** *teaching*), as I feel it would have greatly helped me with the skills of \_\_\_, \_\_\_\_ and \_\_\_ (***e.g.*** *public speaking, writing, car maintenance etc.*)

I hope that in the future, you would be able to extend this kindness and opportunity to other students from Queen Elizabeth’s Academy. I wish your organisation all the best and look forward to any potential opportunities that may come up with you in the future.

Yours sincerely (*if you know the person,* ***e.g.*** *Dear Mr Jones*) / Yours faithfully (*if you don’t know the person,* ***e.g.*** *Dear Sir/Madam*)

\_\_\_\_\_ (your name)