

Agenda (2c)

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2/3/26

Sent: 18 February 2026 13:56

To: admin@torpointtowncouncil.gov.uk

Subject: work experience enquiry

Dear Sir or Madam,

I am writing to enquire about the possibility of completing a work experience placement at the town council. I am a year 10 student at Torpoint Community College where the work experience takes place from the 15th-19th of June.

I have a strong interest in learning about the town I live in and would like to gain experience of working in admin. I am particularly interested in learning more about the how the town council works on a daily basis.

I am reliable and willing to help with any tasks appropriate for work experience. I would be very grateful for the opportunity to learn from your team for my required work experience.

Thank you very much for considering my request. I would be happy to provide any further information if required and look forward to hearing from you.

Kind regards,
Poppy Cross.