

[Student Name]

[Student Address]

[Student Email Address]

[Student Phone Number]

[Date]

To whom it may concern,

Re: Introduction and Work Placement Request

I am writing to introduce myself as a student enrolled in the first year of the New Zealand Diploma in Veterinary Nursing at Otago Polytechnic. As part of my studies, I am required to complete practical work placements in both an animal-related facility and a veterinary clinic.

These placements are a core component of the programme, allowing me to gain hands-on experience and apply the knowledge and skills I am developing through my coursework. Students are responsible for arranging their own placements, and I am currently seeking a suitable opportunity to contribute and learn within a professional setting.

Before beginning any placement, I will have completed and passed a short course on **health, safety, and hygiene** to help ensure I am well-prepared to work safely and responsibly in your environment.

If accepted for placement at your facility, I will be covered by Otago Polytechnic's insurance and health and safety policies. A formal **Work Placement Tripartite Agreement** will be provided, which outlines responsibilities and expectations for all parties involved. I will also provide clear information about required hours, dates, and the learning objectives for my placement.

I would greatly appreciate the opportunity to discuss whether a placement with you might be possible. Please don't hesitate to contact me via the details above, or you are welcome to reach out to the programme's Work Placement Coordinator, Katie Prasad, at **Katie.Prasad@op.ac.nz** if you would like further information.

Thank you very much for considering my request.

Kind regards,

[Student Full Name]