

Förslag på formulering på förfrågan om en VFU-plats vid en utländsk skola

Dear Sir/Madam,

I hope this email finds you well.

My name is **xxxx** and I am a student at the **xxx** Programme at Mälardalen University in Eskilstuna/Västerås, Sweden. My specialisation is in **xxxx** (*ange vilka ämnen du läser, om du läser till ämneslärare, eller vilken inriktning du har inom grundlära­rprogrammet*).

During our last year, we have the opportunity to do a work placement in a school abroad. I am writing to you to ask if your school is interested in hosting me during a two-week period from **xx-xx-xxxx** (day-month-year) to **xx-xx-xxxx** (day-month-year).

Beskriv med egna ord varför du vill genomföra del av VFU i just den skola som du kontaktar, i det landet, vilka mål du har inför framtiden och hur det kommer att berika dig i din framtida yrkeskarriär

Please let me know if it would be possible for me to do a work placement at your school. If you are interested, our international coordinator will provide you with more information about our teacher education program, the work placement and also give you more details about the agreement and economic compensation. Please note that, during my work placement I will be covered by an insurance provided by the Swedish government.

Do not hesitate to contact me, should you have further questions.

Yours sincerely,
(förnamn, efternamn)
E-mail
Telephone