

DD/MM/YYYY

Dear _____.

Please find enclosed the itinerary and travelling details for our forthcoming holiday to

We will be staying at _____

The holiday group includes:

Staff

Young Persons

Tour Operator: _____

Holiday Address:

We will be travelling in _____ to _____

Leaving _____ at _____

On our return journey we will be leaving _____

At _____

And are due to arrive home at _____

I would be grateful if you could write to us to give your consent for this proposed trip on local authority paper. Thank you for your assistance with this matter.

Yours sincerely

House Manager