

To:  
Mr. Jessy Kakerissa  
Director  
A&J Student Care Services

\_\_\_\_\_ (date)

RE: Holiday Plan for \_\_\_\_\_ (student name)

Dear Jessy,

My name is \_\_\_\_\_ and I am the parent of \_\_\_\_\_.

I am writing to inform you that my son/daughter intends to return home to \_\_\_\_\_ (home address) for holiday from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

Herewith is a copy of his/her airline ticket.

Should you require further information please do not hesitate to contact me.

Yours sincerely,

\_\_\_\_\_