

To:

Jessy Kakerissa

A&J Student Care Services

Dear Jessy,

My name is _____ and I am the parent of _____.

I am writing to inform you that my son/daughter wishes to stay overnight at his/her friend's house from ___/___/___ to ___/___/____. (Maximum of two night stay allowed). The name of the friend is _____ and their telephone number is _____. The address where my son/daughter will be staying overnight is _____.

I am fully aware that by giving permission for my son/daughter to stay overnight outside of their usual accommodation (homestay/student residence/hostel) means that I will take full responsibility of their welfare during that period.

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

Yours sincerely,
