

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 go to _____ for holiday from
___/___/___ to ___/___/___.

Herewith is a copy of his/her airline ticket.

I am writing to inform you that I have given my consent for my son/daughter to go on this trip and I will take full responsibility of his/her welfare during the time he/she is away from his/her usual accommodation in Melbourne.

During this period, my son/daughter will be staying at _____ and the contact number is _____.

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

Yours sincerely,
