

SCHOOL LETTERHEAD

DATE

To Whom It May Concern:

I hereby certify that the below names students and staff from (school name) are on an Educational Visit to (European country) and will be visiting (specific city) on _____.

(Note to Leaders: One letter is required for each city visited. As an example, if you are traveling to Lake Garda, Italy and will be doing separate day tours to Venice and Milan, a separate document is required for each. Please leave the date blank so we may fill it in on completion of your itinerary. You may delete this note off of the formal documentation.)

INSERT NAMES – STAFF & STUDENTS
Title / Surname / First Name / Date of Birth

Signature

Date

School Stamp (if applicable)