

To:

Mr. Jessy KAKERISSA

Director

A&J Student Care Services

_____ (date)

RE: Holiday Plan for _____ (student name)

Dear Jessy,

We, the undersigned:

[Father]

Name: _____

Address: _____

Mobile/Hp: _____

and

[Mother]

Name: _____

Address: _____

Mobile/Hp: _____

are writing to inform that our son/daughter;

Name: _____

Course Name: _____ (ELICOS, DIPLOMA, BACHELOR)

Student ID : _____

Intends to return home to

_____ (home address)

for holiday from __/__/__ to __/__/__ (dd/mm/yy)

Herewith is a copy of his/her ticket.

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

Yours sincerely,

(Father signature)

(Mother signature)