

Example of a supporting letter

You should complete, sign and return a letter on official headed paper with the collective passport application. Please see the guidance notes for who can sign the supporting letter.

The letter should include the following details.

- ❖ I support the application for a collective passport for a trip to **destination**.
- ❖ The name and full postal address of the school or organisation is **full address**.
- ❖ The party will leave the United Kingdom on **date** and return on **date**.
- ❖ I confirm that this is an authorised journey and I have got approval from the governing body, local authority or national headquarters. All the children named on the collective passport are members of the school or organisation above. A nationality questionnaire and parental consent form has been filled in for every child included on the collective passport. The information provided on these forms by the parents or guardians of the children is correct and I have enclosed all forms.
- ❖ I confirm that... (number) children are members of this school or organisation, and their names appear on the collective passport application.
- ❖ The letter must give the **full name, position and signature** of the person supporting the application, and must also give a contact phone number.

Please note

- Neither the leader nor deputy leader of the party can support the collective passport application.
- We need a separate supporting letter from each school making up the party and for each application.

This form is an example only. We will not accept it if you use it as the official supporting letter.