

Sample Letter for International Activity

This information is required for all groups traveling internationally.
The group leader will need to carry this form with him throughout the tour.
Please use this format to create a letter on your organization's letterhead.

SCHOOL / ORGANIZATION LETTERHEAD

Dear Sir or Madam:

Greetings! Please accept this letter to verify that we are a high school arriving from the United States for our (senior/school trip). Our school group includes 27 people – 24 students and 3 adults.

STUDENTS:

Student Name—Age
Student Name—Age
Student Name—Age
Student Name—Age
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Student Name—Age
Student Name—Age
Student Name—Age

ADULTS:

Adult Name—Age
Adult Name—Age
Adult Name—Age

Group Leader's Printed Name

Group Leader's Signature

Embossing Stamp

Notary Seal: