

HALF WAY TREE PRIMARY SCHOOL

Embassy Letter Request

1. What is the Child's Name? _____
2. What Grade and Class is the Child in? _____
 - a. Has the Child been at H.W.T.P.S. since Grade One? _____
3. What Country is the Child Visiting? _____
 - a. If U.S.A., What State? _____
4. When is the visit happening? _____
5. Name of the person accompanying the Child _____
 - a. What is the relationship to the Child? _____
 - b. What is their contact number? _____
 - i. Name and Contact of Individual Completing this form
if you are not travelling with the child

N.B: Letters from H.W.T.P.S. take a MINIMUM of 5 Working Days and attract a cost that should be paid at the School's Main Office.