**In order for you to obtain your valuable Free or reduced Site and Museum Passes the Greek Government require a letter in the following format to be printed on School letter Headed Paper.**

**The text of the letter should read as follows**

**To Whom It May Concern:**

A Group from **(Insert Name of your institution)** who are studying **(INSERT SUBJECTS)** will be visiting Greece for an Educational visit from **(Insert Date of Arrival)** until **(Insert Date of Departure).** The Group will be led by **(Insert Name of Tour Leader)**

Signed and dated by the Head/ Principle

You are also required to include a full list of Passenger names (as per passport) indicating gender of each person and 4 x passport sized photographs of the tour leader as well as a letter from the Head Teacher stating that the group leader is a teacher in full time employment at the school.

**Please return the above to me by as soon as possible and at least six weeks prior to travel at the very latest.**

Many thanks

