# WORDING FOR LETTER RE – FREE OR REDUCED ENTRY FOR SITES AND MUSEUMS IN ITALY

A chi di competenza,

Egregio Signore/Signora,

Confermo che questo gruppo formato da (n° of students)\_\_\_\_\_\_\_\_\_\_studenti e (n° of teachers)\_\_\_\_\_\_\_\_professori formano un gruppo di viaggio di studio in Italia.

Ringraziamo per la vostra gentile attenzione,

Distinti saluti.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Il preside (signature)”

The above wording must be copied onto **School/College letter headed paper**, **filled in, signed by the Head Teacher plus school stamp.**

**A list of students and staff names and dates of birth, also on letter headed paper and school/college stamp, signed by the Headteacher must also be attached**.

This documentation is not to be forwarded to the Italian Embassy/Consulate but **must be presented at each Site/Museum Entrance/Ticket Office to secure reduced entry.**

**As copies may be retained on site by local officials, please have multiple copies prepared**.

**All Tour Participants are advised to have supporting ID as this might be requested at Site/Museum Entrances.** Colour photocopies of Passports should suffice to negate the possibility of actual Passports being mislaid.

Staff are advised to have proof of teacher status (eg ID/Union Card) if possible.