

23<sup>rd</sup> April 2018



**To: Parents of Pupils taking part in the USA trip**

Dear Parents

**East Coast USA Trip – Payment reminder**

Just to remind you that the next payment instalment of **£500** for the USA trip is due on 1<sup>st</sup> May 2018. Payments can be made via cheque (please make payable to Hollygirt School), or via BACS. If paying by BACS, please reference your payment 'USA'.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'N Howlett', is positioned below the 'Yours sincerely' text.

Mrs N Howlett  
Senior Teacher-Pastoral  
Head of Geography