



Room \_\_\_\_\_

\_\_\_ / \_\_\_ / \_\_\_

Dear \_\_\_\_\_

In class we have been working on \_\_\_\_\_

\_\_\_\_\_ and would like to arrange a 'Going Out'.

When we will go \_\_\_\_\_

Where we will go \_\_\_\_\_

Who will be going \_\_\_\_\_

How we will get there \_\_\_\_\_

We have completed the 'Going Out' checklist, and have attached a copy to this letter. Please let us know if you would like any further information.

Warm regards

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