



22nd November 2019

Dear Parent(s)/Guardian(s)

On behalf of Elizabeth College who are leading the exchange Bruckmühl trip in 2020, please can we ask you to supply us with your daughter's passport information as they will shortly have to book flights and this information is required by the airline at the time of booking. Please ensure your daughter's passport has the required 6-month expiry time line from the date of travel. Elizabeth College will also require a photocopy of the passport. We are happy to receive this information by email to

registrar@ladiescollege.ac.gg

Details required:

- **Title**
- **First Name**
- **Surname**
- **Doc. Type (i.e. Passport)**
- **Doc. No.**
- **Doc. Expiry date**
- **Country of Issue**
- **Nationality**
- **DOB**
- **Gender**
- **Comments: i.e out of date – replacement requested**

Please could we ask you to ensure we have this information by Thursday 28th November 2019.

Yours sincerely,

Ms K. Walter

MFL Department