

When using this sample letter be sure that the original is:

- Dated and signed by all parties
- Secure in a church or school Safeguarding file
- and Copies are sent to all signatories

### **Sample Letter – Independent Tutors on Premises**

*Date*

*Name of Church or School*

*Re: Name of Tutor Name of Child*

To Whom It May Concern,

*Name of church or school* has given permission to *name of tutor* to use *room, building or area* for the purpose of providing *name of activity* for *name[s] of student[s] or program group*, according to this schedule: *dates, times, etc.*

The contract for *name of activity* is between *name of tutor and parent* and is independent of the *program/ministry* of *name of church or school*.

*Add lines for signatures of parties named above and date of agreement.*