



NOTE: LETTER SHOULD BE PRINTED ON SCHOOL LETTERHEAD

To Whom It May Concern,

CURRENT DATE

This letter is to verify and confirm that [NAME OF HIGH SCHOOL] has requested the enrollment of more than five (5) exchange students sponsored by Pan Atlantic Foundation for the upcoming academic school year.

**Per DOS regulation:*

*(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, **in writing**, the placement of more than five students from the sponsor.*

Warm regards,

SCHOOL OFFICIAL SIGNATURE