

Letter Format

<Letter Head>

<Date>

Serjeant - at - Arms,
Parliament of Sri Lanka,
Sri Jayawardenapura Kotte.

Request: Permission to visit Parliament

<Content to be included>

<Expected Date to Visit> (Must be a week day expect Public Holiday)

<Approximate time that you may reach the Parliament premises> (Please See the Tour
Schedule)

<Number of Students and their Grades>

<Number of Teachers and Parents>

<Name , Contact Number and Whatsapp or email address of a Coordinator to contact
after school hours>

Regards

<Signature and Rubber Stamp of the Principal>

Attachments

<List of Students>

<List of Teachers and Parents>

Teachers' Information

SN	Name	Designation	NIC Number	Mobile Number
01				
02				

Students' Information

SN	Name	Grade	NIC Number (If available)
01			
02			

Parents' Information

SN	Name	NIC Number	Mobile Number
01			
02			

Coordinator's Information

SN	Name	NIC Number	Mobile Number
01			
02			