**A logo with a globe and text

Description automatically generated**

**Introductory Letter Template For School Trips To Greece**

💡 Use this template to evidence to the authorities that your group is on an educational visit. You will need a signed and stamped introductory letter from the school to visit the sites in Greece.

**Master the art of school trip planning**

This template is part of Voyager School Travel’s Overseas School Trip Toolkit, a free step-by-step planning timeline with ready-made templates, expert tips, and useful links.

[CLICK HERE TO download your interactive planning guide.](https://www.voyagerschooltravel.com/teacher-zone/school-trip-planning-toolkit)

**Want help organising your next school trip abroad?**

Voyager School Travel understands teachers already have a lot on their plate. That’s why we offer hands-on support to make overseas trips easy and enjoyable for you and your students.

* Personalised itineraries tailored to your teaching objectives, crafted by our education and destination experts.
* No surprises with our commitment to transparent pricing and no last-minute changes.
* On-trip support from our dedicated coach company, European residential centres, and overseas teams to handle all the logistics for you.

[**Contact us**](https://www.voyagerschooltravel.com/contact/)**to help you plan the overseas school trip of a lifetime**

Your School Logo

Your school contact details

Date

TO WHOM IT MAY CONCERN

School: [School name]

Group leaders: [teacher names]

Dates of trip: [departure to return date]

Sites to be visited: [list all visits here eg Athens – Acropolis and Acropolis Museum, Agora, National Archaeological Museum, Delphi, Epidaurus, Mycenae, Corinth].

Number of students; [total]

Purpose of visit: Educational. All students are studying [subject]

Please see the undermentioned list of students who are due to attend an educational visit to Greece.

List of participants:

|  |  |  |
| --- | --- | --- |
| Full Name | Passport Number | Date of Birth |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Headteacher signature:**

Name

Signature and Date

School stamp