

[Insert 18+ Student application number]

Transport for London
Admail 4121
London SW1P 1AT

Dear Transport for London,

Application for Placement 18+ Student Oyster photocard

This letter confirms that [insert student's full name] is a student at [insert education establishment name] and enrolled on a full-time course including at least 15 tuition- led and/or structured learning hours a week (with attendance at scheduled classes being Monday-Friday only, and not evening classes) over a continuous period of 14 weeks. This student is aged 18 years or over (or will be within the four weeks of the date of this letter) and his/her date of birth is [insert student's date of birth].

This student will be on a mandatory work placement, which is an integral and essential part of their course, in London for a minimum period of 14 weeks (70 days inclusive of the start date and end date of placement), with [insert name of organisation student is to be placed with] at [insert address of organisation student is to be placed with], telephone [insert telephone number].

The student's Placement starts on [insert start date] and ends on [insert end date].

I am able to authorise this student's application in my position as [insert position]. By signing this letter I agree to the Transport for London 18+ Student Oyster photocard scheme's Terms and Conditions for Placement education establishments.

Yours faithfully,

Signed by:

Print Name:

(Note: all required information highlighted above must be completed and the letter must be printed on education establishment letterhead and posted to the TfL admail address provided at the top of this letter)