

Ref: 005/19

January 2019

Dear Parent/Guardian,

I would like to enter _____ for his grade _____ exam for the next period of Associated Board of the Royal Schools of Music (ABRSM) practical exams, which will take place in Liverpool.

The cost of the exam is £_____ and the deadline for online entries is _____. It is usual practice for the teacher/designated applicant to make a single payment for all of the candidates and I generally pay the fee by credit card. I would therefore be grateful if you would reimburse me for the above amount, either by cheque (made payable to G. Harrison) or cash.

Exam candidates will receive their individual dates (via me) two or three weeks before the actual exam.

Many thanks for your co-operation.

Yours sincerely

Gerard Harrison M.A., Cert.Ed.
(Woodwind/piano teacher)