



**SAMPLE CONSENT LETTER FOR TEACHER TRAINING (TT2.1)**  
**(In person training only)**

To,  
The Principal/Head Teacher,  
(Name of School)  
(Address)

Date:

**Sub: Providing training to Teachers**

Dear Sir/ Madam,

Kindly confirm that \_\_\_\_\_ has agreed to cooperate with Rotary and involve the teachers of the school in a Teachers' Training workshop organized by Rotary in collaboration with a renowned organization that has experience in this field.

Kindly ensure you select the teachers from your school to attend the training workshop organized by the Rotary Club.

The schedule of Teacher Training will be shared with you by the Rotary Club shortly.

Thanking you,  
(Club Name)  
(RI Dist.)

\_\_\_\_\_  
(Signature of the Principal/ School Authority with School Stamp)

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**Declaration by the School**

I, \_\_\_\_\_, hereby provide my consent for the involving the teachers of the school in the teachers' training workshop.

\_\_\_\_\_  
(Signature of the School Authority/ Principal with stamp)

Date :