Camp and Thomas Roads

Georgetown, Guyana

Representative

National Centre for Education Resource Development

3 Battery Road, Kingston

19th April, 2016

Dear Sir/Madam,

I am writing this letter to schedule a date for four (4) students to record audio and video in the National Centre for Education Resource Development (NCERD) recording studio. I request this primarily because of the fact that these recordings are a vital component of their internal assessment for the CAPE Digital Media Unit 02 program. The entire process will take about 3 hours which includes from the time they arrive at the building to the time of their leaving. I wish to schedule this activity for the 22nd of April, 2016. I am hoping that I will receive a positive response.

Yours faithfully,

Headmistress

Queen’s College