

Standardized Format for Reference Letter

ID: _____

The Director,
Pushpa Gujral Science City,
Kapurthala.

Sub: Visitors to the Science City.

Dear Sir,

We are sending students / tourists to the Science City on _____(date). The details are as follows:

(Amount in Rs.)

	Package		Package (Plus Boating)		Verification by PGSC
	Rate	No.	Rate	No.	
Student / Children	150		165		
Adults	240		260		
Family	700		770		
Any other Combo					

Tour In-charge: _____
 Name: _____
 Contact No.: _____
 Address: _____

If the visitors are students:

Name of the School	
Address	
Telephone / Fax	
Name of the In-charge of Tour	
**Stamp / Seal of School	Signature of the Head / Principal

Kindly facilitate their visit to the Science City.

Yours sincerely,

Name of the Signing Authority & Company
Company Seal

-----PGSC Office Use Only-----
Verification of number of visitors against the package by:

Tour-Incharge Ticket Issue Clerk In-charge Gate Complex

This formats to be on company letterhead or should accompany with company seal/stamp.

* With the permission of PGSC

** Or the reference letter may be accompanied by letter on School / Institute letter head duly signed by the Head of Institution indicating Tour operator ID with whose reference they have come to the Science City.