Sample Commitment Letter:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Administrator in charge at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Camp am aware of the date of the trip to Actors’ Playhouse, the price of each student ticket, and each additional adult beyond the initial one chaperone for each complete set of ten students.

I understand no credit will be given for absences the day of the performances and will provide school payment for the final invoice based on the final count given to Actors’ Playhouse at least 48 hours before the performance.

Sincerely,

Administrator Signature