

Authorization Letter
SYF 2019 Rehearsal Slots
Band, Chinese Orchestra & Guzheng Ensemble

To Management of Singapore Conference Hall

I, _____ (Name of Principal / Vice-principal) of
_____(School) hereby authorize my
Teachers stated below to proceed with the booking of the SYF 2019 rehearsal slot(s).

_____ (Name 1st Teacher-in-charge)
_____ (HP Number)

_____ (Name 2nd Teacher-in-charge)
_____ (HP Number)

School is agreeable to make payment for all bookings made by the authorized personnel stated above. A copy of hardcopy invoice or e-invoice will be sent to advise amount payable. Slots will be automatically confirmed once payment is received. All payment must be made before date of rehearsal.

Vice-Principal's /Principal's Signature

Date

School Stamp