Mr (insert name of Fathering Project School Group Leader),  
RE: Fathering Project Dads’ Group   
(Insert name of school\organisation)  
(insert name of Street)   
(insert suburb) (insert postcode) (State)

Dear (insert name Group Leader),

The (Principal and/or Parent Association and/or appropriate management) of the (Insert school/organisation name) formally recognises the (insert school/organisation name) Fathering Project Dads’ Group as of the (insert date).

This formal recognition gives the (insert school/community name) Fathering Project Dads Group approval to conduct activities involving parents and children from the (insert school/organisation name). The Group’s activities will be covered by the (schools and/or Board’s and/or Parent/community Association’s) Public Liability Insurance Policy from the date of this letter.

This approval and recognition is given under the clear understanding the (insert school/organisation name) Fathering Project Dads Group acts in accordance with the standard policies and guidelines adopted by the School/Board/or Parent/community Association and applies these school policies to each of the agreed activities.

The Board/Management or Parent/community Association wishes the (insert school/organisation name) Fathering Project Dads Group well in its efforts to assist Dads and Father figures to have a positive impact on the lives of the children through its activities.

Yours sincerely

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**(insert name)   
Principal/Appropriate Management or Board (Chairman/Association President)**  
(insert date)