

**CAS Letter of Intent (Format)  
for Off Campus**

[Date]

To: Name of Person-in-charge  
Name of Institution

Re: CAS Activity/Project/Proposal

Dear Sir/Madame,

I/We, state your Grade Level student(s) from Manila Xiamen International School would like to ask permission to allow us to undertake an activity for our CAS Activity/Project on [day],[date] from [time] in your institution.

*(In this paragraph state what activity are you going to do, what are your goals or purpose and who will supervise you during the activity, if there is any. Make sure that you indicate that this is a volunteer work and no monetary gain is expected.)*

Listed below are the names of the students who will participate.

Student 1  
Student 2  
Student 3

Thank you very much and I/we hope that you will consider our proposal.

Respectfully Yours,

Name and Signature of Student(s)

**Noted by:**

Name and Signature of Supervisor

Name and Signature of CAS Coordinator

Mrs. Eve Denise Coronel  
IB Coordinator