**Standard Letter Templates**

**(please access templates from the links below)**

[Attendance 1](https://intranetsp.bournemouth.ac.uk/pandptest/standard-letter-attendance-1.doc)

[Attendance 2](https://intranetsp.bournemouth.ac.uk/pandptest/standard-letter-attendance-2.doc)

[Attendance 3 (no contact)](https://intranetsp.bournemouth.ac.uk/pandptest/standard-letter-attendance-3-no-contact.doc)

[Attendance 3 (with contact)](https://intranetsp.bournemouth.ac.uk/pandptest/standard-letter-attendance-3-with-contact.doc)

[Attendance 4](https://intranetsp.bournemouth.ac.uk/pandptest/standard-letter-attendance-4.docx)

[Withdrawal (no quals or ID)](https://intranetsp.bournemouth.ac.uk/pandptest/standard-withdrawal-letter-no-quals-or-id.doc)

[Transfer Request](https://intranetsp.bournemouth.ac.uk/pandptest/standard-transfer-letter-request.doc)

[Transfer Decision](https://intranetsp.bournemouth.ac.uk/pandptest/standard-transfer-letter-decision.doc)