

To: Executive Council of the Public Entity Saba  
The Bottom  
Saba

St. Johns, (date)

Re: Housing allowance (Name applicant)

Dear Council,

The department of education received a request from (Name applicant), concerning housing allowance for the school year ( year).

(Name applicant) is presently studying at (Name College) as of (Date) and has submitted all necessary information and documents as required. Based on the received information and documentation, the department advises the council positively and above mentioned applicant and he/she is therefore entitled for the requested allowance(s) in the following amounts;

Housing allowance USD ... ..per month  
Tuition allowance USD ... ..per month

Kind regards,

Department of Education