

The Hon Secretary
The PTA of the Tanglin Trust School
Portsdown Road
Singapore

Date

Dear Hon Secretary,

I would like to nominate **(name)** of **(address)** to stand for the position of **(name of position)** on the Parent Teacher Association of the Tanglin Trust School.

Yours sincerely

(Signature/Name/Address of Proposer)

I would like to second this nomination

(Signature/Name/Address of Secunder)