Communities and Justice 

Ref: [Click here to enter Reference Number]

[Click here to enter a Date]

[Click here to enter Name]

[Click here to enter Address]

[Click here to enter Suburb, State and Postcode]

Re: Evidence of out-of-home care status for Safer Drivers Course

Dear Sir/Madam

Transport for NSW extends eligibility for a free place under the Disadvantaged Learner Drivers on the Safer Drivers Course to a person who is currently or was formerly in Out-of-Home Care (OOHC).

This letter is to confirm that <name>, <DOB> of <address> is or was in NSW Out-of-Home Care.

As a designated OOHC agency, <agency name> can verify this information has been released to you in good faith as evidence that <name> is or was in OOHC and is thus eligible for free access to the Safer Drivers Course.

It is requested this information be treated with the strictest confidence and not be released to other parties without prior agreement of the agency and the person to whom the information relates.

Please contact <name of contact person> at <email> or on <phone contact> during business hours if you feel it necessary to confirm this letter.

I trust this information will be of assistance.

Sincerely

[Click here to enter Name]

[Click here to enter Position]