



Hi there!

We are pleased we were able to assist your group in obtaining tickets.

At the request of the production, all groups purchasing tickets at a student discount are required to submit a letter requesting tickets for their students on school letterhead. This measure is to ensure that all tickets sold at the student group rate are actually used by and benefiting schools and students. This is a requirement of the production, not Telecharge Group Sales. **The theatre will not process payments without this information.** Feel free to use the template on the second page when drafting your letter.

Please note that this letter should include the following information:

- 1. Group Name**
- 2. Order Number**
- 3. Event Title**
- 4. Number of persons in Group**
- 5. Performance date**
- 6. Signature of the school contact**

The letter should then be faxed, emailed or mailed when payment is submitted to:

Attention: Alex Owen Fax: 212 239 2922 or 212-302-0997

E-mail: groups@broadwayinbound.com

Mail: 520 8th Ave 11th Floor
New York NY 10018

Please excuse this reminder if you have already received this information or have sent your letter to us already. We simply want to ensure that you receive your tickets in a timely fashion.

Thank you and we sincerely hope your students enjoy the show!

Broadway Inbound
520 8th Ave 11th Floor
New York NY 10018
Phone: 213-239-6262 or 800-432-7780
Fax: 212-302-0997 or 212-239-2992

SCHOOL/INSITUTION LETTERHEAD

Date

This letter is to confirm that the group attending SHOW NAME is a group of students/seniors, and eligible to purchase tickets at a student/senior group rate.

1. Group Name :
2. Order Number :
3. Number of persons in Group :
4. Event Title:
5. Performance date :

Thank you very much.

Contact Person

Signature