

Letter from Principal to Teacher
Authorisation to purchase glasses/contact lenses

CONFIDENTIAL

Dear

Re: Eyesight Screening Test

Thank you for returning the report form from the optician following your eyesight screening test on.....

The optician's report states that you require to purchase glasses/contact lenses specifically for VDU work only.

The school has agreed to contribute £55 towards the cost of lenses specifically prescribed for VDU work. When you obtain your new glasses/contact lenses, please forward the receipt of your payment to in order that you may be reimbursed.

Yours sincerely