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**OFFICE OF THE DIRECTOR: SCHOOL, HEALTH, SAFETY AND LEARNER ENRICHMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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**TO : Chief Director -SCM**

**RE: Attestation Letter over Site Visit Conducted by Catering Service Provider**

I, the undersigned, in my capacity as Principal / Hostel Superintendent of (Name of the school hostel) \_\_\_\_\_ write to confirm that the official whose name appear below did conduct site visit to the school hostels as described here-below and under:

Surname &Initials: \_\_\_\_\_

Company : \_\_\_\_\_

Position: \_\_\_\_\_

Date of the visit: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Principal/ Hostel Superintendent)

\_\_\_\_\_  
DATE

School Stamp