

**Host Family First Name Last Name**  
**Address**  
**City, State Zip**

Garden City Community College  
International Student Admission  
801 Campus Dr.  
Garden City, KS 67846

Dear GCCC International Admission,

I, **(Host family name)**, am writing to inform that **(Student Name)** will be living with me **(begin date)** to **(end date)**. **(student named)** will be charged **(\$ this amount)** for the length of their stay.

Should you have any questions or need further information, please feel free to contact me at **(phone number)**

Sincerely,

**Signature**

**Print Name**