



SAMPLE introduction letter.

Date: _____

Dear _____

We would be delighted to invite you to stay as Au pair in our house. We live in the suburb of Cork City about four miles from the City Center. Language classes are available in the City. A bus service will take you there. We have three Kids. Michael the eldest, eight years old attends primary school along with Sara who is six years old. Both like to play games especially swimming. The youngest Brian is Two years old and likes to play a lot with his toys. Our house is a four bedroom semi-detached House. You will have your own bedroom and access to bathroom/shower, also you will have a TV in the room. Your main responsibility will be looking after the Kids, getting them ready for school, lunches etc. Also we would like you to do some light house duties, some Ironing, dusting and cleaning the house. We would like you to baby sit for ____ per week . Your pocket money would be ____ Euro per week. You will have every second weekend off and you can attend Language classes every week. We will collect you at the Airport on your arrival. Looking forward to seeing you.

Yours sincerely,
