

\_\_\_\_\_  
(Date)

Dear Parent,

There will be a sports' day at school on \_\_\_\_\_ (date)

from \_\_\_\_\_ to \_\_\_\_\_ (times).

Pupils will wear uniform on this day

Pupils will not wear uniform on this day

Sports kit is required to be worn on this day

Yours sincerely,

\_\_\_\_\_