Dear Parent(s)

There will an assembly/performance/concert for parents on ……../….…/……. at

……….. a.m./p.m. which you are invited to attend.

If you will be able to come please return the tear off slip below. We look forward to

seeing you there.

Yours sincerely

###### Headteacher

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I/we would like to attend the assembly/performance/concert on .….../.….../……..

Parent’s name(s) ………………………………. ……………………………………..

Child’s name: ………………………………………… Class …………………………