

Date:

Dear Parents/Carers,

**I would like to inform you that your child _____'s
dinner money is now _____ in credit.**

**Can you please take this amount away from next week's
dinner money.**

Thank you for your help.

Yours sincerely,

School Secretary.

Tarehe:

Kwa Wazazi/Walezi,

Ningependa kukujulisha ya kwamba mtoto wako _____ amebakisha kiasi cha _____ za pesa za chakula.

Tafadhali chukua pesa hizo ili zisitumike kwa gharama ya chakula ya wiki ijayo.

Asante kwa msaada wako.

Wako mwaminifu,

Karani wa Shule.