

Date:

Dear Parents/Carers,

I would like to remind you that the weekly payment for school dinners is £ \_\_\_\_\_. According to our records, you owe the school \_\_\_\_\_ . Could you please send the money to school straight away.

If you have any problem with paying this, could you please contact the school secretary.

Yours sincerely,

Headteacher.

**Tarehe:**

**Kwa Wazazi/Walezi,**

**Ningependa kukumbusha ya kwamba malipo ya chakula cha shule kwa wiki ni £ \_\_\_\_\_. Kufuatana na kumbukumbu zetu, unadaiwa \_\_\_\_\_. Tafadhali fanya malipo hayo haraka iwezekanavyo.**

**Kama una matatizo ya kulipa deni hilo, tafadhali wasiliana na karani wa shule.**

**Wako mwaminifu,**

**Mwalimu Mkuu.**