

**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.**

日期：

致各位家長／照料人：

這封信是通知你你的孩子 \_\_\_\_\_ 的午膳費現在有  
\_\_\_\_\_ 剩餘。

請你從下星期的午膳費中扣減這個數目。

多謝閣下合作。

學校祕書