

Dear Parent(s)

Your child..... was unhappy at school today and we were unable to discover why. Can I ask you to speak to him/her and if possible discover the reason so that we can ensure that it does not happen again?

Yours sincerely,

Headteacher

Kwa Wazazi

Mtoto wako..... alikuwa hana raha leo shuleni na tulishindwa kujua kwa nini. Unaweza kuongea naye ili ujue kwa nini mtoto alikuwa hana raha ili sisi tuhakikishe kwamba kitendo hicho hakitokei tena?

Wako mwaminifu,

Mwalimu Mkuu