

Dear Parents,

There will be an assembly presented by your child's class on  
\_\_\_\_-\_\_\_\_-\_\_\_\_ at \_\_\_\_\_.

You are very welcome to attend and we look forward very  
much to seeing you there.

Yours sincerely,

Headteacher

致各位家長：

你子女就讀的班級將會於 (on) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (at) \_\_\_\_\_負責主持  
在學校舉行的集會。

我們非常歡迎你們參加，並希望在當天與你們會面。

校長啓