

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

Kwa Wazazi,

Kutakuwa na kikao kitakachosimamiwa na darasa la mtoto wako tarehe ____-____-____ saa _____.

Unakaribishwa uhudhurie na tutafurahi sana kukuona siku hiyo.
Wako mwaminifu,

Mwalimu Mkuu