25\textsuperscript{th} February 16

Dear Principal and Years 5 and 6 Co-ordinator,

Our school is holding an Open Morning for Years 5 and 6 female students and their parents/guardians on \textbf{Wednesday 9\textsuperscript{th} March} from 10.30am to 12.30pm. The Open Morning is a valuable opportunity for the students and their families to learn about our school's programs and achievements, to see our excellent school facilities and attractive grounds, to view classroom activities and to meet and speak to our students and staff.

It would be greatly appreciated if the following invitation to our Open Morning and the Year 7 2017 information sheet could be copied and given to your all Year 5 and 6 female students and be included in your next school newsletter.

Kind Regards,

\[Signature\]

Margaret Fletcher
Principal