

18 May 2010

Dear Parent/Guardian,

SUMMER CONCERT – TUESDAY 25 MAY 2010

I am writing to invite you to our Summer Concert on **Tuesday 25 May 2010** in the School Hall at 7 pm. Tickets will cost £3.50, and will be on sale in school and on the door, and will include light refreshments.

If you would like to order tickets please complete the form below, and return it to the office as soon as possible.

Many thanks for your continued support for the Music Department. If you have any further concerns or queries, please do not hesitate to contact me.

Yours sincerely

A. Brand (Mrs)
Head of Music

✂.....

To: Finance Office

Name of Student..... Form.....

Please reserveseats for the Summer Concert on **25 May 2010**.

I enclose *cash/cheque for £ (cheques payable to 'The Chauncy School')

Signed Date.....

*Delete as applicable