

MAIL to SELF

Dear Teacher,

This is to inform you that my son (or daughter), Damien Jacks (your son/ daughter's name) from Class – IIA (write the appropriate class number) will be attending the field trip coming Friday. I understand this field trip is the see the beehives and every precaution will be taken to ensure all the students are safe.

I hope this is a good learning experience for my son (or daughter). I appreciate the opportunity and would extend any assistance I can provide from my end.

Thanking you,

Yours faithfully,

(Your name)

(Your address)

(Your contact information)