

FOLLOW-UP LETTER TO PARENTS



Date

Dear Parents,

Our performing arts project is well on its way. The whole class worked together to write the script, _____. They have been reading it aloud these past weeks to practice reading with expression and to enhance their fluency. Some students have even memorized their parts already! Each student auditioned for a part. Everyone did a wonderful job.

Now it's time to start working on stage decorations and the creation of props. (And here's where we need your help!) Many of you were interested in helping us with this project whether by coming to the school, working at home, or providing materials. I'd like to have an informal meeting with you on _____ during my planning time (_____), to discuss our needs. If you are unable to come to the meeting but still wish to be involved, please let me know so I can contact you at a later time to inform you of what was decided.

Working on writing the script has been a wonderful learning experience for the kids. They are very proud of their work and excited about performing it before an audience. Together, we can make this a truly memorable event!

Thank you for your continued support.

✂ _____

Student's name: _____ **Parent's name:** _____

Yes. I'll come on _____ **at** _____.

No. I am unable to come, but I'd like to be informed about the meeting.

Phone number: _____ **E-mail:** _____