*657 First Avenue*

*Green Point*

*8770*

*Tel: 021 5564738 PO Box 555*

*Fax: 021 5564739 Green Point*

*8770*

Re: Checking instruments

Dear Parents/Guardians of <<First Name>> <<Surname>>

Annually we check the condition of hired instruments and we are doing the check now before the Grahamstown tour. Please would you bring the <<Type of Musical Instrument>> to school and show it to me so that its condition can be checked. It must be done within 7 days of the issue of this letter.

Thanking you

Sincerely

Mr Kayster  
(Teacher responsible for hired instruments)