*657 First Avenue*

*Green Point*

*8770*

*Tel: 021 5564738 PO Box 555*

*Fax: 021 5564739 Green Point*

*8770*

Re: Keeping cell phones charged in case of an emergency

Dear <<Emergency Contact Name>>

As you are aware we are taking the orchestra to the Grahamstown Jazz Festival. Your name was given as the emergency contact person for <<First Name>> <<Surname>>. We do not plan to have a problem, but would you please keep you cell phone with number <<Emergency Cell Number>> charged in case we have an emergency.

Please complete the reply slip and return to school.

Sincerely

Ms De Villiers  
(Teacher responsible for the tour)

✂

Received letter about charging of cell phone.

Learner Grade

Contact person Signature