

7th December 2016

Dear Parents /carers

Firstly can we apologise for the delay regarding the Christmas Card Project. We have emailed the company on several occasions, and are still waiting for a response. Please be assured that we are trying to resolve this matter as soon as possible and we fully understand the urgency as Christmas is only a couple of weeks away. As soon as we are made aware of the delivery date, we will make parents aware.

Yours sincerely

Miss S Wray
Admin Officer