

OA/EW/194/2011

April 27, 2011

Dear Mr.& Mrs. _____

RE: PREFECTS' INSTALLATION CEREMONY.

I am happy to inform you that your Son/Daughter _____ of Year _____ has been selected as a Prefect for the academic year 2011/2012. Allow me first to congratulate you on bringing up a child worthy of this prestigious position in school.

Your child has been selected as one of the 60 prefects from a total of 834 pupils in school. This indeed speaks a lot about this character and conduct in school.

The installation ceremony is scheduled for **Tuesday 3rd May at 6.45 p.m.** in the school theatre.

I write to invite you to in this ceremony and thereafter join us for dinner.

Yours sincerely,

C. BANERJEE (MR)
HEAD – JUNIOR HIGH