



Letter Templates – Chinese

Date:

亲爱的家长/ 监护人 ,
Dear Parent/Guardian,

学校将在_____点_____/_____/_____日/月/年 放学。
The school will close at _____ am/pm on _____/_____/_____.

请按时接您的孩子。
Please collect your child from school at this time.

此致
Yours faithfully,

敬礼

Principal
校长