



## Letter Templates - Chinese

Date:

亲爱的家长/ 监护人 ,  
*Dear Parent/Guardian,*

学校在 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 日/月/年放假。  
*The school will be closed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.*

请不要在这一天送孩子来上学 ,  
*Please do not bring your child to school on this date.*

此致  
*Yours faithfully,*

敬礼

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校长  
*Principal*