

Dear Mr/Mrs
Ezigbo Mazi/Odoziaku

The staff of School would like to welcome your
Ndi oru na ndi nkuzi ulo akwukwo a buna-a nabata
child to the school. We will do our best to ensure that
nwa gi.....n'ulo akwukwo anyi. Anyi ga-anwa ike anyi
ihu na
your child feels happy and secure with us in an environment where he/she will enjoy
nwa gi nwere obi oma ma ghara inwe egwu mgbe anyi na ya no n'ebe a mmuta
learning.
na-ato ya uto.

Our school day begins at.. . and ends at..... when you must
Ulo akwukwo anyi na-ebido n'elekere anya.....ma gwukwa na
nke.....mgbe o
ensure that he/she is collected on time.
di oke mkpa na I ga-abia duru nwa gi n'oge.I

The name of your child's teacher is
Aha onye nkuzi nwa gi bu.....
The name of the admin officer is and
Aha onye isi bu
this is the person who will usually answer the telephone or deal with your queries in
O bu onye a ga na-aza telefonu ma zaakwa ajuju gi nile
the school office.
n'ofisi ulo akwukwo anyi.

Yours sincerely
A bu m nke gi

Headteacher
Onye isi ndi nkuzi