

Dear Bwana/Madamu

Abakozi b'ishuri rya.....bifufuriye ikaze umwana wawe..... ku ishuri. Tuzakora ibishoboka byose, kugira ngo umwana yisange, abe no mu mutekano usesuye kimwe no kuba mu bidukikije bizatuma aba mu mudendezo akiga neza.

Ishuri ryacu umunsi utangira saa..... ukarangira saa.....kikaba aricyo igihe ugomba kuza kumujoyana imuhira.

Izina ry'umwarimu w'umwana wawe ni.....

Izina ry'umuyobozi w'ishuri ni..... ni nawe

huri gihe uzajya asubiza telefone, ndetse ni nawe ushinzwe gusubiza ibibazo by'ishuri abikoreye mubiro by'ishuri.

Murakoze

Mwarimu Mukuru