

\_\_\_\_\_, \_\_\_\_\_, 200\_\_

Dear Sir or Madam,

As a Class Tutor/Counsellor/Teacher of \_\_\_\_\_, a  
pupil in this school I am inviting you to a personal interview on \_\_\_\_\_  
of \_\_\_\_\_ at \_\_\_\_\_ hours

Please inform me if you are unable to attend in order to arrange the interview at  
another time..

Yours faithfully

Signed \_\_\_\_\_

---

(Please fill in this form, cut along the dotted line and return it as soon as possible)

Mr/Mrs \_\_\_\_\_

Father/Mother of the pupil \_\_\_\_\_

Of year \_\_\_\_\_ I was informed about the personal interview.

Signed \_\_\_\_\_

( Signature of father/mother or guardian )

---

(NOTE: this form should be filled in and returned as soon as possible)

Mr/Mrs \_\_\_\_\_ mother/father of the pupil

\_\_\_\_\_ in the Group \_\_\_\_\_ was

notified of the meeting of parents.

Signatory: \_\_\_\_\_

Signature of father/mother or guardian