Coville-Hall Middle School

2012 Middle School Road

Akron, OH

September 1st, 2014

John and Jane Doe

5555 June Drive

Akron, OH

Dear Mr. and Mrs. Doe,

I am writing to inform you that on September 30 at 7pm Coville-Hall Middle School will holding an open house. I hope you can make it to learn more about the learning environment we have created for your child, and to discuss important events happening at the school. My class is on the first floor, room number 102. If you for some reason cannot come, please feel free to schedule an individual appointment with me at a later date. I can be reached by telephone or email before or after school hours.

Thank you for your time and I look forward to seeing you there.

Sincerely,

Allison Ross

Teacher

555.555.5555

teacher@email.com