

Notice how:

- a) The letter starts with the objective
- b) Describes the specific process / activity
- c) Explains what it facilitates & why that is important

Note how:

- a) The teacher explains how the visits were scheduled, and
- b) Requests the parents to minimize rescheduling

Requesting parent acknowledgement reduces the chances of a last-minute reschedule. This is always a good idea!

From: Itchha <*****@schoolriverside.com>

Date: Mon, Jul 4, 2016 at 10:24 PM

Subject: Home Visits!

To: <parents>

Dear Parents,

At Riverside our prime focus is the well-being of the child. **Home visits** is one of the ways to get an understanding of the child his / her home environment. It also provides a platform for the teachers and parents to interact and share anecdotes about the child and thus bridge the gap between school and home.

This year, we will be starting our home visits from **Saturday, 9th July**. **Your home visit date and time is mentioned in the attachment.**

We chalk out the home visit routes according to the areas, therefore, we request you to not ask for any exchange of dates unless in emergency cases.

We look forward to meeting you all soon,

Do acknowledge receiving this mail.

Warm Regards,

Poonam, Prasmi and Itchha