

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
School		
Address Line		
City, State Zip Code		

Re: Letter From School to Parents concerning School Science Fair

Dear :

The Annual School Science Fair is approaching. This is a huge event in which every student is required to participate. We believe that a science fair is a very important part of school tradition and an excellent way to foster young minds. Each class has been scheduled ample time to allow the student to work on their project. Of course, the student will need to work outside of the classroom regarding this project. The goal of this project is to prepare the student to think scientifically by asking questions, forming hypotheses, creating experiments, organizing data, and drawing conclusions.

Students will be working in pairs. Students will receive one cumulative grade for the overall project and one grade for the observance of individual effort for two grades. The students will need to keep a journal of the experiment, turn in a paper, and prepare a display. Enclosed you will find information pertaining to these items.

We are looking forward to this year's science fair. This is not only an enjoyable learning experience for the child, but also for the parents. Please contact us if you have any questions.

Sincerely,

N A M E