

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		
Address Line		
City, State Zip Code		

Re: Letter from Church Concerning Vacation Bible School

Dear :

The annual Vacation Bible School will be held on {date} this year. We have many activities planned for this year's VBS. If you would like your child to be a participant in this year's Vacation Bible School, please contact {name} by {date}.

Sincerely,

N A M E