#### ****1.Thông báo chào mừng ngày Phụ nữ Việt Nam:****

#### Vietnam’s National Day – 2/9 is coming,…………….. would like to inform you about the schedule of Vietnam’s National Day 20….. as following:

#### ….…………. will be closed to observe National Day 20…… from….. to……..

#### Business operation will resume as normal on…..

#### Many thanks for your kind attention and being appreciative with this situation. On this occasion, we would like to thank you for your support and cooperation in the year 20….. and look forward to receiving your continuing assistance in 20……

#### Should you have any questions, please do not hesitate to contact us.

#### Wish you and your family a healthy, happy and successful holiday.

#### Best regards,

### ****2. Thông báo họp phụ huynh:****

#### NOTICE OF THE EARLY 20 PARENT MEETING....

#### Children are the equivalent of the country's preschool, so the upbringing and education of children is extremely important. Therefore, in order to create a link between the school and parents throughout the learning process of children. ABC Kindergarten announces to parents the first meeting of the year with the following specific information:

#### - Time: From 1....h day....month...year 20....

#### - Location: At the "golden bee" class at ABC kindergarten

#### The presence of parents is a pride as well as an important contribution to the successful first school year.

#### Sincerely and look forward to your full participation

#### ................., date ..... month ... year 20....

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