

October 10, 2007

Dear Parent(s):

We are writing to inform you that \_\_\_\_\_ will be the last day that students are allowed to charge lunches for the school year. Students purchasing lunch after this date will be required to pay for lunches at the time of purchase or in advance. In the event a student comes to school without lunch money, those students will be sent to the office in the morning to contact parents.

If your child has an outstanding lunch balance, we have indicated the balance due below. We are requesting payment in full by \_\_\_\_\_. If you have a concern or question about an outstanding balance or the charging of lunches, you may contact the school's cafeteria manager at \_\_\_\_\_ or principal at \_\_\_\_\_ at your convenience.

We appreciate your prompt attention to this matter.

Respectfully yours,

Principal

Our records indicate that \_\_\_\_\_ has an outstanding balance of \$ \_\_\_\_\_

October 10, 2007

Hawm txog cov Niamtxiv:

Tsab ntawv no yog sau los qhia rau nej sawvdaws paub hais tias hnub \_\_\_\_\_ no yog hnub kawg uas cov menyuam tsis muaj nyiaj los pub mov rau no ua ntej nws them rau lub xyoo no. Tomqab ntawd, cov menyuam yuav tsum tau nqa nyiaj los yuav los yog them nyiaj noj sus thiab noj tshais ua ntej lawv tau zaubmov noj. Yog hais tias cov menyuam tuaj kawmntawv es tsis nqa nyiaj tuaj yuav zaubmov noj, thaum sawv ntxov lawv yuav tsum tau hu qhia rau lawv niam thiab txiv paub.

Yog hais tias koj tus menyuam muaj nqi zaubmov hauv tsev qhia ntawv, peb teev qhia rau koj hais tias nws tiv nyiaj yuav zaubmov no yog pes tsawg hauv qab no. Peb xav kom nej them tus nqi tuaj tsis pub dhau \_\_\_\_\_ no. Yog hais tias koj muaj lub nug los yog xav paub ntxiv txog nyiaj them tus nqi, thov hu tuaj rau peb tus neeg saib zaubmov noj uas yog xovtooj \_\_\_\_\_. los yog hu rau tus thawj saib tsev qhia ntawv \_\_\_\_\_.

Ua tsuag rau koj lub sijhawm thiab kev koom tes.

Sau npe,

Thawj saib tsev qhia ntawv

Peb cov ntawv teev qhia hais tias koj tus menyuam \_\_\_\_\_ tsuav tus nqi noj zaubmov yuav tau them yog: \_\_\_\_\$\_\_\_\_\_.