

**LETTERHEAD/LOGO OF
ORGANISATION and/or SCHOOL**

Project/programme Manager:

Tel:

Cell:

E-mail:

Fax:

Date

INVITATION TO ALL ... LEARNERS (*Specify for whom the programme will be offered*)

This is a special invitation to each ... learner.

Provide details of your programme and what it will offer, as well as the following:

Venue:

Dates:

Time:

Yours sincerely

Provide your signature/s (If school and organisation are both attaching a letterhead/logo)

Your name and surname

Provide your title (E.g. Mentor for ...)