

Cabulihan, Ormoc City

January 26, 2012

MR. BONIFACIO MENDOZA  
Gen. PTA President  
T. Aviles Elem. School  
Cabulihan, Ormoc City

Dear Mr. Mendoza,

Greetings of Peace!

I am writing this letter to inform you of the oncoming meeting of General PTA Presidents with the Board of Directors at the Multi-Purpose Cultural Center in Valencia, Ormoc City, on January 31, 2012@ 1:30 in the afternoon. You are hereby invited to attend the said meeting together with the School Head. You are to bring with you the following:

- List of the General PTA Officers
- Proposed PTA Project
- No. Of Enrolment 2010-2011 and 2011-2012
- List of Parents from Kindergarten-Grade 6

Your presence is highly requested and will be deeply appreciated. We anticipate your favorable response regarding this matter.

Thank you and Good Day!

Sincerely,