9205 Glenwater Dr,

Charlotte, NC, 28262

The Administrator

University Meadows Elementary

1600 Pavilion Blvd

Charlotte, NC, 28262

March 3, 2024.

Dear Sir/Madam,

Subject: Change in Transportation for Selected Students - March 20, 2024

I hope this message finds you well. I am writing to inform you of a temporary change in the afternoon transportation arrangements for my children on March 20, 2024.

Due to a scheduled appointment, the following students will not be utilizing the PM bus services today:

|  |  |
| --- | --- |
| Name | Grade |
| Nyameye Sefa-Boateng | 5th |
| Nyamekye Sefa-Boateng | 3rd |
| Aiden Adade | 2nd |

Please note that this adjustment is for today only. They will resume their regular PM bus transportation schedule from March 21, 2024, onwards.

I appreciate your understanding and cooperation in this matter. Should there be any questions or further information required, please do not hesitate to contact me at 908-347-6547.

Thank you for your attention to this update.

Warm regards,

Kwame Sefa-Boateng

Parent/Guardian

908-347-6547