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**Memorandum**

**To:** Principal and Staff

**From:** Nermida Spain M.E.

**Date:** February 4, 2025

**Subject:** Upcoming Art Showcase in Standard 2 Classroom

I hope this message finds you well. I am writing to inform you about an exciting event taking place in our Standard 2 classroom. We will be hosting an Art Showcase on February 21, 2025 at 1:00 p.m. This event will feature artwork created by our students, highlighting their creativity and artistic skills.

The showcase will include a variety of projects, such as paintings, crafts, and collaborative pieces, all designed to celebrate the hard work and imagination of our students. Parents and guardians are invited to attend, allowing them to engage with the students and appreciate their efforts.

We believe this event will not only boost the students' confidence but also foster a sense of community within our classroom. I would be grateful for your support and any assistance you might provide in promoting this event.

Thank you for your attention, and I look forward to seeing you there.

**Best regards,**

Ms. Nermida Spain

Standard 2 Teacher