MUDUUMA COLLEGE SCHOOL

P.O.BOX 1234567, KIDOMOLE

16-jul-2018

To: < The Head teacher’s name>

The Head teacher

<school’s name>

<school’s address>

THRU:<Computer’s studies Teacher’s name>

Computer Department

<school’s Name>

Dear<TITLE>

**RE**: **COMPUTER SEMINAL SCHELUDED TO TAKE PLACE ON 15-SEPT-2018**

The school through its computer studies department has organized a seminar at the school on the day indicated above. The seminar will be for students.

The seminar is aimed at enabling our students understand current global concerns in relation to computer studies and at the same time equipping them with skills and knowledge for enabling them sit for the fourth coming National Examinations in October/November this year.

The participation fee per student from your school is **<charge**> only. In addition the students must come with their own refreshments or they may individually order for food from our school canteen at <**Lunch**>

We shall be very grateful for your positive response.

Yours faithfully,

Kamwanda

HEAD ICT DEPARTMENT. 7