

# Upcoming Activity Memo

Dear \_\_\_\_\_;

I wish to inform/remind you of our child's activity.

\_\_\_\_\_ has the following  
(Child's Name)

activity \_\_\_\_\_  
(Activity)

on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time) (Location of Activity)

Signed \_\_\_\_\_

Dated \_\_\_\_\_