

Insert school name / logo

Dear (sponsor name),

*On (date, day) at (time) we will be holding our (choose one)
(Duffy Role Model assembly with special guest (Role Model name))*

OR

(Caught Being Good assembly)

OR

(Any other event you think appropriate)

*We would love it if you were able to join us to celebrate the
Duffy Books in Homes programme to which you have given
so much support in our school.*

*The (event name) will take approximately (duration) and we hope you
will be able to join us for lunch/morning/afternoon tea afterwards.*

Kind regards,

(Name)

(School)

