

NAME: _____ STD: _____ DATE: _____

NOTICE WRITING

1. DRAW A _____.
2. WRITE _____ AT THE CENTRE IN _____ LETTERS.
3. WRITE THE NAME OF THE _____.
4. WRITE THE NAME OF THE _____.
5. WRITE THE _____ AT THE TOP LEFT CORNER.
6. THIS IS TO INFORM _____.
7. INCLUDE DETAILS SUCH AS _____.
8. FOR FURTHER DETAILS CONTACT _____.

THE UNDERSIGNED PERSON DATE BOX INSTITUTION

WHAT, WHEN, WHY, WHERE? PROGRAM NOTICE

ALL THE STUDENTS CAPITAL