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## CHAIR LETTER TEMPLATE

**Date**

Grande Yellowhead Public School Division  
3656 1 Avenue  
Edson, AB T7E 1S8

ATTENTION: Board of Trustees

Dear Sirs/Madams:

RE: YEAR-YEAR School Council Annual Report

Please accept the attached Annual Report for the YEAR-YEAR school year. This report contains a summary of activities, copies of the minutes and a financial report from \_\_\_\_\_ School Council.

If you have any questions, please contact the undersigned at:

Sincerely,

(School logo)