



(ON SCHOOL LETTERHEAD)  
**INCOMPLETE REGISTRATION REMINDER LETTER**  
(Appendix 15)

Date

To the Parent/Guardian

Dear \_\_\_\_\_:

This letter is a reminder that it is now fifteen days since you began the process of registering your child at our school. You have until \_\_\_\_\_ to complete the registration process. According to our records, we are missing the following items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please submit the missing documents to \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_

Your cooperation will be greatly appreciated. If you have any questions, please contact the school at the phone number above.

Sincerely,

Name  
Title