

## **COMMUNICATION MEMO**

**From: Dr. S. Rossy**

**Department of Mathematics and Science**

**Macdonald High School**

**DATE: \_\_\_\_\_**

**Dear Parents/Guardians:**

**I would like to send a communication to restate that, as the final exams are approaching, I am available as always at lunch time for tutorials in Room 307.**

**Sincerely,**

A handwritten signature in black ink, appearing to read 'Dr. Rossy', written in a cursive style.

**Dr. Rossy**