August 2, 2021

Ms. Nancy Lancaster

9351 Mango Lane

Funville, VA 23000

Dear Nancy:

On behalf of the staff of Dr. Lockwood Pediatric Dentistry Office, I would like to remind you of our upcoming monthly informational session. We have prepared a long list of fun activities, games, and contests for you. Some of the exciting activities that I know you will enjoy include:

* Finding hidden toothbrushes in the dental office
* Participating in the dental crossword puzzle challenge
* Writing a convincing letter to the tooth fairy
* Digging through the dental treasure chest

The next monthly session will feature a presentation by Ms. Florence King, Principal of Holland Middle School. Her presentation on “Smile: What’s in Your Mouth?” will definitely bring lots of laughter from attendees. Details of our next informational session are as follows:

Date: September 4, 2021

Time: 4:00 p.m.

Where: Dr. Lockwood Pediatric Dentistry Office

One Stop Building

Room 7651

Richmond, VA 23005

Dr. Lockwood is pleased to let you know that he has reserved Wellington Water Park for a fun day, especially for his young patients. Join us on September 11 at the park! Please see the following page for a detailed schedule.

Please call our office at (804) 555-4321 three days in advance to reserve a seat and a personalized water cup. I look forward to seeing you on September 11.

Sincerely,

Student Name

studentemail@college.edu

September 11, 2021

**Wellington Water Park & Slide Fun Day!**

Check-in 9:00

Wave pool 9:30-11:00

Lunch at the pavilion 11:00-12:00

Bungee 12:00-2:00

Water slide 2:00-3:00

Parent pickup at the gate 3:00-3:30