Dear parent or carer,

As you know, (name of class or year group involved) recently planned and ran our Book Fair as part of Book Fair Takeover.

I’m delighted to report that the Book Fair Takeover was a huge success! The pupils were professional and responsible, running the Book Fair smoothly and selling a total of (number or value of books sold) books over the week.

We would like to thank all parents who took the time to encourage pupils through the Book Fair Takeover, and also those who visited the Book Fair itself. Thanks to the efforts of the Book Fair Takeover team and the parents who bought through the Book Fair, we will be able to buy (insert amount of Rewards earned here) of new classroom books and resources for the school.

Most importantly, well done to (name of class or year group involved) for their hard work! We received lots of compliments about (detail of any outstanding element of Book Fair Takeover) and were particularly impressed by (further detail), but mostly by the maturity of all the pupils in working together to create a successful business team!

(Any further Book Fair Takeover details: pictures appearing in newsletter or on website; news item featured in local paper)

We are all looking forward to running the next Book Fair Takeover and will keep you updated on our plans!

Yours sincerely,