Dear

***Welcome from ACE College***

We welcome you to ACE College! I am excited about the opportunity to get to know you and looking forward to a happy and productive academic year.

This year you will focus on the following areas:

* (area)
* (area)
* (area)
* (area)
* (area)

Please report to the reception desk for 9am on Monday 9th September. See you soon!  
  
Yours sincerely

Henry Hopeful

Programme Leader