**Xnaqʼtzbʼil I, Plaj A**

**Aju il tiʼj tuʼn tok kybʼiʼn mambʼaj/kykwentil kʼwal:   
Tqanil tuʼn t-xi qanit tiʼj toklen aj xnaqʼtzal mo onil kye aj xnaqʼtzal**

[Use LEA or School Letterhead]

[DATE]

Aqeye mambʼaj mo kykwentil kʼwal toj tja xnaqʼtzbʼil [SCHOOL NAME],

Aju Ley toj tnam tiʼj kyxnaqʼtzbʼil kʼwal, toj Xnaqʼtzbʼil I, Plaj A in tzaj tqʼamaʼn qa il tiʼj tuʼn t-xi qʼamet kye mambʼaj ex qa kykʼwentil kʼwal qa jaku txi kyqanin qa at toklen aj xnaqʼtzal tuʼn t-xi tqʼoʼn xnaqʼtzbʼil kye kʼwal (ax ikx qeju onil kye kʼwal, qeju qʼol xnaqʼtzbʼil ex junjuntl aj xnaqʼtzal). Jun onil kye aj xnaqʼtzal in xi tqʼoʼn xnaqʼtzbʼil kye kʼwal pero mintiʼ in kanin toklen ik tzeʼn jun aj xnaqʼtzal.

In tzaj tqʼoʼn tnam pwaq toj escuela ik tzeʼn tqʼama Xnaqʼtzabʼil I, Plaj A ex qajbʼile tuʼn t-xi qqʼoʼne tqanil teya qa in tzaj tqanina qeye. Aj ttzaj tqanina tqanil qeye, kxel qqʼamaʼne jlu toj chʼin ambʼil:

1. Qa aju aj xnaqʼtzal qʼol xnaqʼtzbʼil te tkʼwala:
   1. O japun tkyaqil kawbʼil tuʼn tetz licencia tuʼn toj tnam Oregon tiʼj grado ex materia in xi tqʼoʼn xnaqʼtzbʼil;
   2. In xi tqʼoʼn xnaqʼtzbʼil tuʼn tlaj jun nya bʼaʼn in tzaj mo juntl permis in tzaj tqʼoʼn tnam ex tuʼn jlu nya il tiʼj tuʼn tjapun kawbʼil tuʼn tetz licencia tuʼn toj tnam Oregon; ex
   3. In xi tqʼoʼn xnaqʼtzbʼil tojxix materia at toklen tuʼn t-xi tqʼoʼn xnaqʼtzbʼil.
2. Qa in xi qʼoʼn xnaqʼtzbʼil te tkʼwala kyuʼn onil kye aj xnaqʼtzal ex qa at kyoklen tiʼj.

Qa taja tuʼn t-xi qqʼoʼne tqanil tiʼj toklen aj xnaqʼtzal mo onil kye aj xnaqʼtzal aju in tqʼoʼn xnaqʼtzbʼil te tkʼwala, jaku qʼajtiya te [CONTACT NAME] toj [PHONE NUMBER & EMAIL].

In nok tilil quʼne toj tja xnaqʼtzbʼil tuʼn tel tkyaqil toj bʼaʼn kyukʼil kʼwal. Chjonte kyeye tuʼn onbʼil tuʼntzun t-xi qqʼoʼne aju mas tbʼanel xnaqʼtzbʼil kye kykʼwale.

.

Qʼolbʼebʼil,

[PRINTED NAME]

[TITLE]