**Techel tiʼj Uʼj – Xnaqʼtzbʼil I, Plaj A**

**Tzeʼn japun toklen tuʼn tja xnaqʼtzbʼil tiʼj Xnaqʼtzbʼil I [20XX-20XX]**

[Use LEA or School Letterhead]

[DATE]

Aqeye mambʼaj ex qe kykʼwentil kʼwal toj tja xnaqʼtzbʼil [SCHOOL NAME],

Bʼaʼnwit tzʼela uʼj lu toj twitza ex tbʼanel qa in tzalaje tuʼnju ya in xi tzyet abʼqʼi te kyxnaqʼtzbʼil kʼwal. Aʼyine, nejenel toj tja xnaqʼtzbʼil [SCHOOL NAME], waje tuʼn t-xi nqʼamaʼne teya junjun tqanil tiʼj Xnaqʼtzbʼil I toj tja xnaqʼtzbʼil ex tzeʼn jaku tzʼonin jlu tiʼja.

Aju Xnaqʼtzbʼil I in nok te jun onbʼil tuʼn tnam ex in xi tqʼoʼn pwaq ex junjuntl onbʼil kye tja xnaqʼtzbʼil jatumel ateʼqe nim kʼwal prowqe moqa mebʼaqe. Noq tuʼn obʼil lu, aju Xnaqʼtzbʼil I, jaku txi qʼet tbʼanel xnaqʼtzbʼil kye kykyaqil kʼwal ex jaku txi qʼet onbʼil kye kʼwal tuʼntzun kukx kyxnaqʼtzan tojxix tumel.

Toj tja xnaqʼtzbʼil [SCHOOL NAME] at jun tumel otoq bʼaj ximet kyukʼil aj xnaqʼtzal ex qe mambʼaj. O tzʼok qkeʼyine tzeʼn ateʼqe kʼwal ex tiʼ atx tuʼn tbʼant toj tja xnaqʼtzbʼil. Qaje tuʼn tonin tkyaqilju o bʼant quʼne kyiʼj kʼwal tuʼntzun tetz xnaqʼtzbʼil kyuʼn tojxix tumel ex tuʼn tonin kyiʼj qeju kwest tuʼn kyxnaqʼtzan tuʼntzun tbʼant kyuʼn. Tuʼn tel tnikʼa tiʼj onbʼil lu ex tiʼjju o bʼant quʼne tuʼn qonine kyiʼj kʼwal toj tja xnaqʼtzbʼil, jaku tzʼok tkeʼyina quʼje tzalu [LINK].

Bʼaʼn tuʼn tok tilil tuʼna tuʼn tonina tiʼj tkʼwala toj tja xnaqʼtzbʼil. Tzul qʼoʼn tqanil teya junjun maj toj abʼqʼi tuʼntzun tel tnikʼa tiʼj tzeʼn taʼ tkʼwala toj tja xnaqʼtzbʼil ex tiʼ in bʼant quʼne toj tja xnaqʼtzbʼil tuʼntzun qonine kyiʼj kykyaqil kʼwal tuʼn tel xnaqʼtzbʼil toj bʼaʼn. Ax ikx tzul qʼoʼn txokbʼil teya tuʼntzun qyolin tiʼj Onbʼil Xnaqʼtzbʼil I, tuʼn ttena kyoj actividad te Xnaqʼtzbʼil I ex tuʼn tonina tiʼj, ax ikx tuʼn tbʼaj ximet tiʼ jaku chʼexpaj tiʼjju otoq bʼaj qximen ex tzeʼn japun twiʼ quʼn.

In nok tilil quʼne tuʼn qaqʼunan junx kyukʼil mambʼaj ex qe kykwentil kʼwal tuʼntzun tel tkyaqil toj bʼaʼn kyukʼil kʼwal in che xnaqʼtzan. Qa at jun xjel tiʼj jlu, jaku qʼajtiya te tja xnaqʼtzbʼil. Aya at toklena qukʼiye tuʼn t-xi qʼet tbʼanel xnaqʼtzbʼil kye tkʼwale. Chjonte teya tuʼnju kukx in nonina qiʼje, tiʼj tkʼwala ex tiʼj tja xnaqʼtzbʼil.

Qʼolbʼeʼbil,

[PRINTED NAME]

[TITLE]