Dear [INSERT TEACHER NAME],

It was nice to meet you both on back to school night.

We are starting to plan for the Halloween party.  We have the following questions:

* What is the time and date of the party?
* How long the party will be?
* What type of refreshments you would like?
* Would you like a craft, a game, a book, music?
* Are the parents invited?
* And anything else you would like us to know.

Thank you!

INSERT NAME