For your final letter:

- ✔ Give some positive feedback (you can be specific about what they did well)
- ✔ No need for prompts
- ✔ Tell them something about the fun fair - you are excited to meet them, we have fun activities planned, etc.
- ✔ Answer any questions
- ✔ Nice closing
- ✔ As always be sure you use complete, non-run on sentences with no grammatical or spelling errors