

[Your Name]
[Your Position]
[Your School/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear Parents,

Subject: Friendly Reminder

I hope this message finds you well. This is a friendly reminder regarding [specific event or deadline, e.g., "the upcoming parent-teacher conference" or "the registration deadline for the school trip"] scheduled for [date].

Please ensure that you [provide any specific actions needed, e.g., "RSVP by the deadline" or "complete the registration forms"]. Your participation and support are greatly appreciated.

If you have any questions or concerns, please feel free to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your School/Organization Name]