

[Your School's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to invite you to our upcoming [Event Name] at [School Name]. The event will take place on [Date] at [Time] in [Location]. Join us for an evening of [brief description of activities, performances, or purpose of the event]. This is a wonderful opportunity to [mention benefits, e.g., connect with the community, celebrate accomplishments, etc.].

Please RSVP by [RSVP Date] to [Contact Information]. We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]