

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about an upcoming activity/event at [School's Name] that will take place on [Date] at [Time]. This event will include [brief description of the activity, e.g., sports, arts, science fair, etc.].

We encourage all students to participate and showcase their talents. Please ensure that your child [mention any requirements, e.g., brings supplies, wears a specific outfit, etc.].

For any questions or further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your support!

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[School's Name]