

[Your School's Name]  
[School's Address]  
[City, State, ZIP Code]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to invite you to a school meeting scheduled for [date] at [time]. The meeting will be held at [location].

The purpose of the meeting is to discuss [briefly describe topics or goals of the meeting]. Your input and participation are valuable to us.

Please RSVP by [RSVP date] to confirm your attendance. If you have any questions, feel free to contact us at [contact information].

We look forward to seeing you there!

Warm regards,

[Your Name]  
[Your Title]  
[Your School's Name]  
[Your Contact Information]