

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Invitation to Attend [Event Name]

We are pleased to invite you to our [Event Name], which will be held on [Date] at [Venue]. This event aims to [briefly describe the purpose of the event].

The program will begin at [Start Time] and will include [brief outline of activities or schedule].

We would be honored by your presence and to share this special occasion with you and our students.

Kindly confirm your attendance by [RSVP Date].

Thank you, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]