

[Your Daycare Center Name]  
[Your Daycare Center Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Parent's Name],

We are excited to invite you and your family to our upcoming event at [Your Daycare Center Name]! Join us for a day of fun and bonding as we celebrate [Event Name] on [Date] from [Start Time] to [End Time].

This special occasion will include [briefly describe activities, e.g., games, performances, refreshments], and is a wonderful opportunity to connect with other families and our staff.

Please RSVP by [RSVP Date] to help us prepare for the festivities. You can reply via [method of RSVP, e.g., email, phone].

We look forward to seeing you there!

Warm regards,

[Your Name]  
[Your Position]  
[Your Daycare Center Name]