

[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear JCPS Families,

I hope this letter finds you well. We are excited to share some important updates and upcoming events at [School Name] that will enhance our learning community.

1. \*\*Upcoming Events:\*\*

- [Event Name] on [Date]
- [Event Name] on [Date]

2. \*\*Important Reminders:\*\*

- [Reminder 1]
- [Reminder 2]

3. \*\*Engagement Opportunities:\*\*

We encourage parents to get involved in [specific programs, committees, etc.]. Your participation is invaluable.

As always, we appreciate your support and collaboration. If you have any questions or concerns, please feel free to reach out to me at [Email Address] or [Phone Number].

Thank you for being an integral part of our school community.

Warm regards,

[Your Name]  
[Your Position]  
[School Name]