

[Your Name]  
[Your Title/Position]  
JFK High School  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to invite you to the upcoming [Event Name] at JFK High School! This exciting event will take place on [Date] at [Time] in [Location].

Join us for an afternoon of [describe activities, performances, or purposes of the event, e.g., performances, awards, food, etc.]. This is a wonderful opportunity to connect with our school community and celebrate [mention any relevant themes, achievements, or purposes].

Please RSVP by [RSVP Date] to ensure your place at this special occasion. You may contact us at [Phone Number] or [Email Address] to confirm your attendance.

We look forward to seeing you there!

Warm regards,  
[Your Name]  
[Your Title/Position]  
JFK High School