

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

Dear [Recipient's Name],

We are excited to invite you to join us for a special event at the Kumon Center!

****Event:**** [Name of the Event]

****Date:**** [Date]

****Time:**** [Start Time] - [End Time]

****Location:**** [Venue/Address]

Join us for an engaging experience filled with [activities, workshops, or presentations]. This is a wonderful opportunity to [describe the purpose of the event, e.g., learn more about Kumon, meet fellow parents/students, celebrate achievements].

Please RSVP by [RSVP Date] to ensure your spot. You can reply to this letter or contact us at [Email/Phone Number].

We look forward to welcoming you to this special event!

Warm regards,

[Your Name]

[Your Position]

Kumon Center Name