

[Your School's Letterhead]

[Date]

Dear Parents and Guardians,

We are excited to invite you to our upcoming school event, [Event Name], which will take place on [Date] at [Time]. This event promises to be a wonderful opportunity for our students to showcase their talents and for families to come together in celebration.

[Brief description of the event, including activities planned, guest speakers, or any special highlights.]

We encourage all parents to participate and help make this event a success. Your involvement is essential in creating a vibrant school community.

Please RSVP by [RSVP Date] to let us know if you will be able to attend. You can respond by contacting the school office at [Phone Number] or emailing us at [Email Address].

Thank you for your continued support. We look forward to seeing you at [Event Name]!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]