

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Important Notification

We hope this message finds you well.

We would like to inform you of an upcoming event/important information regarding your child, [Child's Name].

[Briefly explain the purpose of the notification, such as an event, meeting, or change in schedule, including date, time, and location if applicable.]

Your support is essential for [Child's Name] to make the most of this opportunity. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]