

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

Dear [Parent/Guardian's Name],

We hope this message finds you well.

We are writing to invite you to a special Parent-Teacher Association (PTA) meeting scheduled for [Date] at [Time]. The meeting will be held at [Location].

The purpose of this special meeting is to [briefly explain the purpose, e.g., discuss upcoming events, address concerns, gather feedback]. Your input and involvement are crucial as we work together to enhance the educational experience for our students.

Please RSVP by [RSVP Deadline] to confirm your attendance. We look forward to your participation and valuable contributions.

Thank you for your continued support.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[School Name]