

[Your School's Letterhead]

[Date]

[Parent's Name]

[Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to invite you to the upcoming Parent-Teacher Association (PTA) meeting scheduled for [Date] at [Time]. The meeting will be held in [Location].

The agenda for the meeting includes:

1. Welcome and Introductions
2. Review of Previous Minutes
3. Updates on School Activities
4. Discussion of Upcoming Events
5. Open Forum for Parent Concerns

This is a valuable opportunity for parents to connect with teachers and discuss important matters regarding our students' education and school environment. We encourage all parents to attend and share their insights. Please RSVP by [RSVP Date] to ensure we have adequate arrangements. You can respond by contacting [Contact Person's Name] at [Contact Number] or [Email Address].

Thank you for your continued support and involvement in our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]