

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

Dear PTA Members,

Subject: PTA Meeting Agenda

I hope this message finds you well. We are looking forward to our upcoming PTA meeting scheduled for [Date] at [Time], to be held at [Location]. Below is the agenda for the meeting:

**\*\*PTA Meeting Agenda\*\***

1. **\*\*Call to Order\*\***
  - [Chairperson's Name]
2. **\*\*Welcome and Introductions\*\***
  - [Chairperson's Name]
3. **\*\*Approval of Last Meeting Minutes\*\***
  - [Secretary's Name]
4. **\*\*Treasurer's Report\*\***
  - [Treasurer's Name]
5. **\*\*Principal's Update\*\***
  - [Principal's Name]
6. **\*\*Old Business\*\***
  - Discussion of on-going projects
  - Updates on fundraising efforts
7. **\*\*New Business\*\***
  - Proposals for new programs/events
  - Discussion of volunteer opportunities
8. **\*\*Open Forum\*\***
  - Questions and comments from members
9. **\*\*Next Meeting Date and Adjournment\*\***
  - [Chairperson's Name]

We encourage each member to attend and participate in these important discussions. Please feel free to reach out if you have any questions or additional topics to suggest.

Thank you for your continued support.

Best regards,

[Your Name]  
[Your Position]  
[School Name]