

[Your School's Name]
[School's Address]
[City, State, Zip Code]
[Date]

Dear Parents and Guardians,

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

This is a wonderful opportunity for you to meet with teachers, discuss your child's progress, and engage with the school community. We encourage your participation as your input is vital to the success of our students and school programs.

Agenda for the meeting will include:

- Welcome and Introductions
- Updates from the Principal
- Discussing Upcoming Events
- Open Forum for Parents
- Q&A Session

Please confirm your attendance by [RSVP Date] so we can prepare accordingly.

We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Position]

[Contact Information]

[School's Name] PTA