

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

Dear Parents and Guardians,

I hope this message finds you well. We are excited to announce our upcoming PTA meeting on [date], which will take place at [time] in [location]. As part of this special gathering, we have the privilege of welcoming two distinguished guest speakers who will share their insights and experiences relevant to our school community.

Our first guest speaker, [Speaker's Name], is [a brief introduction, including their background and expertise]. [He/She/They] will be discussing [topic], which promises to provide valuable information for parents and caregivers.

Following [him/her/them], we will hear from [Second Speaker's Name], who is [a brief introduction, including their background and expertise]. [He/She/They] will focus on [topic], helping us to better understand [purpose of the topic].

We encourage all parents and guardians to attend this meeting, as it presents a wonderful opportunity to engage with our speakers and ask questions. Together, we can enhance our children's educational experience and strengthen our school community.

Thank you for your support, and we look forward to seeing you there!

Warm regards,

[Your Name]  
[Your Title]  
[School Name]