

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient'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].

This meeting is an important opportunity for parents and teachers to collaborate on enhancing our students' educational experience. We will discuss upcoming events, achievements, and ways we can all contribute to our school community.

Please RSVP by [RSVP date] to confirm your attendance. We look forward to seeing you there and appreciate your continued support.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]