

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Postcode]

Dear [Parent/Guardian Name],

Subject: Notification of Upcoming School Events

We are excited to inform you about several upcoming events at [School Name] that aim to engage our students and foster a sense of community.

****Event Details:****

- ****Event Name:**** [Event Name]

- ****Date:**** [Date]

- ****Time:**** [Start Time] to [End Time]

- ****Location:**** [Location/Address]

- ****Description:**** [Brief description of the event and its purpose.]

We encourage all families to participate in these activities. Your involvement is greatly appreciated and helps make our school community stronger.

For any questions or further information, please feel free to contact the school office at [Phone Number] or [Email Address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]