

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

Dear [Student's Name],

I hope this message finds you well. I am writing to invite you to [event or activity], which will take place on [date] at [time] in [location].

This event is a great opportunity for you to [mention purpose or benefits, e.g., learn, participate in a fun activity, etc.].

Please RSVP by [RSVP date] so we can make the necessary arrangements. I really hope you can join us!

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]