

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear Parents,

Subject: Upcoming School Events

We hope this letter finds you well. We are excited to inform you about some upcoming events at [School Name] that will be taking place during the month of [Month].

1. **Event Name**

Date: [Date]

Time: [Time]

Location: [Location]

Details: [Brief description of the event]

2. **Event Name**

Date: [Date]

Time: [Time]

Location: [Location]

Details: [Brief description of the event]

We encourage all parents to participate and support their children during these events. Your involvement is invaluable to the success of these activities.

If you have any questions or would like to volunteer, please feel free to contact us at [School Contact Information].

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]