

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

Dear Parents and Guardians,

We are excited to invite you to our Open Day at [Your School's Name] on [Date] from [Start Time] to [End Time]. This is a wonderful opportunity for you and your child to explore our Early Years Foundation Stage (EYFS) setting, meet our dedicated staff, and discover the enriching experiences we offer.

During the Open Day, you will have the chance to:

- Tour our classrooms and play areas
- Engage in fun activities with your child
- Learn about our curriculum and teaching philosophy
- Ask questions and get to know our team

We look forward to welcoming you and your family to experience all that [Your School's Name] has to offer. Please RSVP by [RSVP Date] to [RSVP Contact Information].

Warm regards,

[Your Name]  
[Your Title]  
[Your School's Name]