

[School Letterhead]

[Date]

Dear Parents/Guardians,

We are excited to invite you to our upcoming event, [Event Name], which will take place on [Date] at [Time]. This event is a wonderful opportunity for our Early Years Foundation Stage (EYFS) children to showcase their learning and for families to join in the fun!

Details of the Event:

- ****Event:**** [Event Name]
- ****Date:**** [Date]
- ****Time:**** [Start Time] to [End Time]
- ****Location:**** [Venue/Location]

Please RSVP by [RSVP Date] to help us with our preparations. We encourage you to bring your family and friends as there will be plenty of activities to enjoy!

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

We look forward to seeing you all there!

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[School Website]

[Optional: Note about any items to bring or dress code]