

[Your Preschool Name]  
[Your Preschool Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

Dear [Parent/Guardian's Name],

We are excited to announce our upcoming preschool project, titled "[Project Title]," which will take place on [Date] at [Time]. This project aims to [briefly describe the purpose of the project].

We encourage you to assist your child by [any specific actions you want parents to take, like gathering materials or helping with ideas].

Please RSVP by [RSVP Date] to ensure we have enough materials for everyone. We appreciate your support and look forward to a fun and educational experience!

Warm regards,

[Your Name]  
[Your Position]  
[Your Preschool Name]