

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Postcode]

Dear [Recipient's Name],

We are excited to announce that [Event Name] will be held on [Date] at [Location] from [Start Time] to [End Time]. This event aims to [brief purpose of the event, e.g., celebrate student achievements, foster community engagement, etc.].

We invite you to join us for a day of [mention activities, e.g., performances, games, workshops, etc.] that will surely delight students and families alike. Your participation will contribute to making this event a memorable occasion.

Please RSVP by [RSVP Date] to ensure we can accommodate everyone. You can reply to this letter or contact us at [Contact Information].

Thank you for your support, and we hope to see you there!

Warm regards,

[Your Name]

[Your Position]

[Your School's Name]

[Contact Information]

[School's Website]